



Swedish Committee for Afghanistan

Date: 1 November 2022
To: Interested Qualified Bidders
From: Swedish Committee for Afghanistan, Kabul Management Office
No. of Pages: Eleven (11) with three sections (Sections 1-3)
Subject: Development of an EdTech Software Application
RFP #: KMO- RFP – 2021 - 17

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 Development of an EdTech Software Application and website (including training to project staffs on utilization) (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 not later than 20 November 2022:

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

Email for Electronic submissions: 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 from November 1, to 10.
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. 60,000) 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

Develop an EdTech Software Application

Background of Swedish Committee for Afghanistan

SCA has been operational in Afghanistan for over 39 years. Currently, SCA operates in 17 out of 34 provinces in Afghanistan. SCA receives funds from various international and private donors, mainly from the Swedish International Development Agency (Sida). SCA utilizes the Rights-Based Approach in its humanitarian and development programming in the education, health, and disability sectors in rural and urban areas. It also supports the empowerment of women and capacity development of individuals and organizations to advocate for their rights.

SCA's Education Programme

SCA has been involved in the implementation of education projects that include capacity development, advocacy and service delivery. Currently, the programme is being implemented in 97 districts across 14 provinces. SCA's Education Programme aspires to: Improve student's access to education and provide an inclusive learning environment for all children; Enhance effective teaching and quality in education; Support community-based organisations in target communities and professional associations to be more self-organised, representative and to fulfil their responsibilities in the promotion of, and advocacy for accountable and responsive education services and; Provide support to Education authorities to enable them have the required capacity to ensure sustainable, inclusive and effective education services in Afghanistan.

1. Background Information and Rationale

In addition to over 3.7 million children (60% girls) in Afghanistan being out-of-school, the COVID-19 pandemic, insecurity and household poverty have worsened the state of education. This has led to increased loss of learning by students, especially girls, children with disabilities and other children from rural and remote areas. The recent de-facto authorities' pronouncements on education will only further isolate and disenfranchise girls from accessing and participating in education.

While the previous government's policy highlighted the need for utilisation of information technology (IT) in education. EdTech remains limited in Afghanistan. The de-facto authorities', former government and NGO responses to the COVID-19 pandemic have highlighted digital inequities. SCA is of the opinion that introducing EdTech may solve some of the challenges in the community based schools and hub schools in the Afghan school system. The EdTech to be introduced will build on existent distance learning modalities in Afghanistan (mainly radio and television).

2. Objectives of the consultancy

To develop and manage an EdTech application to be uploaded on tablets, smartphones, and other hardware to maximize continuous and uninterrupted learning of students while in school and at home.

Specifically, through the consultancy, SCA seeks to:

Design

- a) Develop a concise low maintenance and easy-to-use EdTech app for use by Grades 1-12 students. The EdTech app should be utilized (online and offline) by all children, including children with disabilities in school and at home alongside parents/guardians.
- b) Able to allow for modification and uploading of additional features and content
- c) Develop and provide an EdTech manual that provides appropriate guidance, tutorials, videos, simulations, quizzes, demonstrations and training to staff, teachers, and students on how to use the EdTech app, learning and assessment, trouble shooting and maintenance.
- d) Provide a demonstration of the system to SCA before actual roll out

- e) The proposed application must be screen size responsive and support at least five recent versions of the recommended device operating system.
- f) Recommend appropriate and hardy EdTech hardware, tablets, smart phones, and other hardware where the EdTech apps and content modules will be uploaded (*no advertisement or commercials*) with an option for additional uploads later.

The EdTech app should:

- g) Include digitalized formal Grades 1-12 curriculum textbooks, supplementary books, class readers, articles, reference materials, modules, illustrations, infographics, games, questions, videos, and other appropriate study materials such on child rights, environment, peace, and inclusion for use by students, teachers, and parents.
- h) Include gamified learning activities that are stimulating, fun, interesting, and motivating and allow students to learn independently, at their own pace and in groups at different levels
- i) Include a digital library, with search and filters to enable easy searches for appropriate learning materials by teachers and students
- j) Allow teaching of students in real time (synchronous), through live stream if needed, in groups or through recorded (asynchronous) modalities
- k) Include an in-built login for users (*mainly students*) and include animation, voice over, illustrations, infographics, and an automated formative assessment to track students’ progress.
- l) Have strong security features, high speed, and low maintenance

3. Scope of the consultancy/services

The project will cover all 30 schools across five provinces (Kunduz, Baghlan, Nangarhar, Laghman, Bamyan). The main languages of use the EdTech Software Application will be Pashto and Dari. Some English lessons and content will be included.

The consultancy firm shall provide technical support and system maintenance (on-site and remotely) for a period of 12 months as agreed in the contract documents

Approach and methodology

The consultancy will utilize both quantitative and qualitative approaches. Primary data will be collected from schools while secondary data will be collected from SCA staff in Kabul and in the Regional Management Offices (RMOs)

The EdTech app will be mainly be developed in Kabul, SCA Offices or from another location outside Afghanistan. However the consulting firm will test, trouble shoot and simulate a functional micro EdTech Lab in Kabul and in at least one school/EdTech Lab in each of the target five provinces.

While the above outline provides the minimum of what SCA expects to be done and covered by the consulting firm, the consulting firm will propose additional approaches and strategies to undertake the consultancy.

SCA will request documented evidence of prior related consultancies or work carried out by the consulting firm and samples of reports and works written by the consulting firm. Upon satisfaction of the consulting firm’s ability, SCA will approve the consultancy. The consultanting firm will be expected to submit an inception report to SCA outlining the work schedule for review and approval before the arrival of the consultant to Afghanistan.

4. Guiding Principles and Values

SCA core values underpin all contractual activities given to professionals working with or for SCA. It is therefore paramount at this juncture for the external evaluator to understand these values as stated below.

- a) Full respect of the Afghan people’s rights to sovereignty, cultural heritage, and religious integrity
- b) Full neutrality and impartiality vis-à-vis people of different religion, gender, and ethnic origin
- c) Equal access to all services for the Afghan people, including women’s rights to survival, protection, and development

These values should be well guarded by all professional working with and for SCA to maintain acceptability in all areas of our operations. The evaluator is therefore required to find out what works and what does not work in specific circumstances and specific regions so that mistakes and misunderstandings are avoided. Some of the ways in which ethical considerations are upheld require the consulting firm to:

- d) Seek audience with the relevant personnel in matters of data collection, taking photos, interacting with female staff, children, male staff, and communities at large.
- e) Maintain absolute confidentiality with all sorts of information gathered
- f) Seek and maintain SCA's levels of good relationship with partners e.g., local education authorities, local NGOs, INGOs, UN Agencies, security personnel, and SCA staff in general.
- g) Report most professionally, areas of concern that might affect the evaluation work at hand. Then make follow-ups to seeking solutions to those concerns.
- h) Use language that is acceptable with all persons the evaluator is working with
- i) Maintain high respect of human rights, neutrality, cultural values as well as religious values. It is recommended that the consulting firm avoids discussions on religious matters as they are held very closely to the hearts of Afghans.

5. Management of Task

The Head of Education Programme or his designate shall have the overall responsibility of managing the task. This includes supporting the consulting firm with administrative issues that include providing information on the security status, accommodation and travel. A panel consisting of Education Programme staff IT and a representative from SMO will review the proposal and assign the job

At field level, Education Project Managers will provide support to the consulting firm, organize trainings and lead implementation of the project.

6. Professional Qualifications:

Company requirements and background:

- a) A qualified and duly registered company/firm
- b) Has at least 5 years of professional experience in working in EdTech, instructional design, content development, capacity development, student learning, teacher development or equivalent
- c) Has practical experience in developing EdTech Apps and other software for schools and other educational institutions
- d) Is proficient in creating highly interactive and engaging prototypes, illustrations, animations, and edutainment for both online and offline learning

Team leader qualifications:

- a) Has at least a master's degree in a related field (education, project/product management, programming, software development)
- b) Has at least 5 years of professional experience in working in the education and/or professional development sector, preferably in EdTech, instructional design, research design, content development, capacity development, teacher development or equivalent
- c) Experience in leading the architecture, design, and creation of EdTech learning
- d) Results-oriented and committed to meeting deadlines.

Desirable

- a) Good understanding of the education aspirations and challenges of rural and remote communities in Afghanistan and the world at large
- b) Language skills: Proficiency in English (*Excellent facilitation and communication skills, excellent analytical, conceptualization and report writing skills*)
- c) Good knowledge of Pashto or Dari for local/Afghan firms is desirable

7. Swedish Committee for Afghanistan's (SCA) Commitment towards the consulting firm

SCA is contracting a consulting firm for the proposed evaluation. The Education Team at KMO will support the consultant through undertaking the following roles and responsibilities:

- a) Provide relevant project-related information, documents, and linkages,
- b) Review the consulting firm's work to ensure it conforms with the objectives of the consultancy
- c) Process the consulting firm's fee as per the agreement. The payment will be deposited into the bank account of the consulting firm.

- d) Provide the necessary security updates, accommodation, and transportation within Afghanistan during the duration of the consultancy upon request and acceptance by SCA.

8. Additional responsibilities of the consulting firm (Capacity building and knowledge transfer)

The consulting firm will be responsible for the knowledge transfer on the enhanced systems. This will include but not limited to:

- a) Capacity building of SCA staff involved in the project during the entire system development period. The capacity building will include detailed logical sequence of code flow between the database and corresponding classes, and its functions within the code and the interface design.

Warranty, Support & Maintenance

- b) The consulting firm shall provide a comprehensive on-site warranty for the entire contract period. The warranty shall include the web-based software design developed by the consultant under this contract. The software shall have no defects arising from the design or workmanship or any acts or omission by the consulting firm.
- c) The SCA shall promptly notify the consultant in writing of any claims arising under this warranty. Upon receipt of such notice, the consultant shall within the warranty period and with all reasonable speed, repair or replace the defective systems, without costs to the SCA and within the time specified and acceptable to the SCA.
- d) If the consultant, have been notified, fails to rectify the defect(s)/bug(s) within the period specified in this RFQ, the SCA may proceed to take reasonable actions as may be necessary as per this RFQ document.
- e) The consultant hereby represents and warrants that the system so developed will not infringe any intellectual Property Rights held by any third party and that it has all necessary rights, or at its sole expense shall have secured in writing all transfers of rights and other consents necessary to make the assignments, licenses and other transfers of Intellectual Property Rights and the warranties set forth in the contract. Without limitation the consultant shall secure all necessary written agreements, consents, and transfers of rights from its employees and other persons or entities whose services are used for development of the system.
- f) Consultant shall accept responsibility for the successful implementation and operation of the proposed system and for the compatibility of the various software and hardware components.
- g) Ownership of source code and other Intellectual Property
- h) SCA will be the rightful owners of the Source Code and all Intellectual Property associated with the system and SCA shall have full rights over these resources. The entire software component developed as part of this assignment shall be the sole property of SCA. The consultant will have no right to commercially use or apply the software elsewhere.

Naming convention/Standard

- a) To keep source code organized, the consulting firm must strictly follow standards for forms, reports, database, triggers, views, stored procedures and coding etc. across the systems they develop.

Change Management contract

The consultant shall provide post implementation support under a Change Management contract. The change management shall be need based and shall include:

- a) Incorporation of new requirements due to change rules and procedures at the client's site.
- b) It will be considered change management only if there is major customization in the existing system, such as addition of new modules and process flows to the system, upgrading of the licenses for the system etc.

Support and Management (12 months after official launch of the system)

- a) Support and Maintenance manuals including routine backup and recovery strategies.
- b) The consultant shall provide all other relevant design & documents as may be required to carry out the work as detailed in the scope of work.
- c) Any other deliverables and related documents not covered under the above scope will be decided through mutual agreements. The consultant shall be responsible for providing the required deliverables to the client.

Acceptance Criteria

- a) SCA will accept the commissioning and project sign off only after getting and acceptance of SCA IT unit or EdTech focal point.
- b) A team comprising of representatives from the IT, Education will verify if all the components of the solution are working fine and if the stakeholders are satisfied with the system enhancement.
- c) Acceptance by the SCA is subject to satisfactory responses from the users and relevant line in RMOs.

Security

The selected firm should ensure that the system developed are secured in nature so that both the back-end system and front-end user are not exposed to any kind of data manipulation and threat to the whole system. Should there be any problem related to it the firm is responsible to ensure proper security and protocol measures adapted. Expected deliverables, timelines, and payment schedules.

9. Deliverable and timelines:

The consulting firm will be hired for (80) working days, The consultancy will be paid for 80 working days including travelling within Afghanistan to visit the project areas for data collection as follows.

No	Tasks/ deliverable	Proposed time by consultancy firms	Payment
1	Inception report Submission and approval of Inception Report by SCA		10%
2	Design and Development of EdTech Software and App: The developed EdTech app is uploaded with the required content, modules, guidance notes and features. EdTech Labs established, tested and ready for use in at least 6 school locations across 5 provinces The design shall include a System Requirement Specification (SRS) document containing detailed requirements captured based on user and functional requirement gathering exercise conducted by the consultancy firm to include functional requirements, interface specifications and application security requirements. The application shall include a well-documented / commented source code for both front-end and back-end (Application Development) for all system enhancement/development work. Ensure that all the components developed are in conformity to international IT standards and protocols Train end users and provide, training and capacity building manuals to facilitate the installation, maintenance and administration of the system		60%
3	Final Report: Submission and approval of the final consultancy report (soft and hard copies) in the consultancy (soft and hard copies) in the prescribed SCA format.		30%
	Total		100%

Mode of payment: Payments will be made upon submission and approval by SCA of deliverables 1, 2 and 3 as indicated above, Invoice and payment would be in USD currency. Payment will be made through bank cheque or bank transfer to the company bank account.

Payment for System support for 12 months after commissioning will be paid at the end of the year.

Confidentiality:

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

Payment terms:

The contracting party shall invoice SCA for the fee in accordance with the deliverables of the work mutually agreed by SCA and the consultancy firm based on the following terms of payment:

Currency:

Invoice and payment will be in United States Dollars (USD).

Evaluation

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

Technical and Quality Evaluation (100%)**Institutional capacity/credentials (Maximum 15 points)**

- a) Company profile, relevant to the TOR
- b) Technical capacity of the organization's technical team (CVs of the technical team lead and members to be attached)
- c) Demonstrated likelihood to complete the evaluation within the stipulated period

(Each sub theme will earn between 0-5 points)

Technical proposal (Maximum 60 points)

- a) Completeness and comprehensiveness of the proposal
- b) Demonstration of understanding of the TOR
- c) Methodology/approach to the consultancy
- d) Detailed Implementation Plan and schedule of the evaluation including arrival and departure dates
- e) Organization's previous experience in conducting similar/ related consultancy or works

(Each sub theme will earn between 0-12 points)

Oral Interview (Maximum 25 points)

- a) Practical demonstration of EdTech applications and working (20 Marks)
- b) Demonstrated proficiency in oral communication skills (5 marks)

Note: Only organizations that score a minimum of 70/100 in the Technical and Quality Evaluation qualify for a financial evaluation.

Financial evaluation

The lowest priced will be calculated based on the lowest priced quotation plus the tickets and cost of obtaining the visa. The lowest priced based on this will be given the maximum financial score of 30. The financial scores of other qualified quotations will be computed as follows: Financial score = 30 x Lowest price/price of relevant quotation.

Final evaluation score

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

Final score = 0.7 x T + 0.3 x F

Award of contract:

Award will be made to the company whose quotation achieved the highest combined technical and financial score. If the final score is equal between two bidders, 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 – 2021 - 17

Development of an EdTech Software Application

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 Development of an EdTech Software Application for Education Department of Swedish Committee for Afghanistan (SCA) that conforms with your RFP No. KMO- RFP – 2021 – 17

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.

(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 for the all direct and indirect cost associated with this assignment	Lump sum	1		
System support for 12 months after commissioning	Lump sum	1		
Total Amount (USD)				
Comments				

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