

Afghanistan Office

Building 21, MRRD
Street
Darulaman, District 6,
Kabul, Afghanistan
T +93 (796) 000-111
E info@ahg.af

Registered Office

11951 Freedom
Drive, 13th Floor
Reston, Virginia,
20190
United States
F +1 (801) 289-4991
www.ahg.af

REQUEST FOR PROPOSAL (RFP)

Reference No: AHG-RFP-18-003

Project

Video and audio Production Services

Standing Offer

Key Dates	
Request for Proposal Released	Jan 28, 2018
Deadline for Questions	Feb 10, 2018
Deadline for Proposal	Feb 20, 2018

About Afghanistan Holding Group (AHG)

Since 2009, Afghanistan Holding Group (AHG) has provided professional business services including taxation, payroll, training, management consulting, research and monitoring and evaluation (M&E) services. AHG employs over 200 full-time, highly qualified Afghans in Kabul, calling on an additional pool of over 800 professionals across all 34 provinces for specific short-term support. We strive to serve our clients with the highest levels of efficiency, integrity, and accountability.

Background

Global Affairs Canada, the Government of Canada's department responsible for Canada's Official Development Assistance (ODA) programming in Afghanistan, has contracted Afghanistan Holding Group (AHG) to implement the Field Support Services Project (FSSP).

The FSSP aims to enhance the delivery of Canada's ODA in Afghanistan and includes, but is not limited to, support for administrative, financial, logistics, communications, procurement of goods and services and providing technical expertise, as well as support to Local Development Initiatives and services on an as required basis.

Canada's commitment to Afghanistan for the period 2018 to 2020 is CAD270 million for programming related to women and girls' rights and empowerment, health, education, and linking relief and recovery to development. Canada also provides separate financial support to support Afghanistan's security sector.

Scope of the Assignment

Global Affairs Canada recently developed a robust communication and outreach plan for its interventions in Afghanistan mostly in sectors that include Women, Girls Rights, and Empowerment (WGRE), Education, Health and Humanitarian Assistance programs.

For the implementation of this plan, the embassy is seeking to hire the technical services of a firm with the capacity to produce video and audio products to support the Government of Canada's ODA's engagement. The services would be requested on a demand-driven basis when required.

The contract would be a Standing Offer, meaning that the services of the company would be requested whenever required.

Terms of Reference

Upon request, the company would be tasked to prepare communication and public outreach material to support the Government of Canada's development and security assistance engagement in Afghanistan, such as video/audio documentaries in both Dari and/or English.

A representative of the assigned firm would be expected to attend meetings within Kabul at the offices of the Canadian Embassy, other members of the international community, project implementing partners and relevant ministries of the Government of Afghanistan, as required.

The firm may also be required to carry-out assignments outside Kabul, to project sites either alone or in company of other FSSP personnel. Travel could be throughout Afghanistan, including remote and potentially insecure areas.

Locations of Canada's engagement activities are subject to change depending on the security situation and future programming sites. For work outside Kabul, transportation, accommodation, meals, and incidentals will be covered by the FSSP Office.

Key Deliverable

The deliverables would defer depending on the nature of the assignments. However, it will be within video and audio production services. The services would be sought if and when need.

Contract Type, Period and Fees

The contract would be valid for one year, with the possibility of an extension for another year. The nature of the contract is an open-ended Standing Offer. It means that the services would be procured when needed. The cost of services would be discussed/agreed on a case by case basis. However, the service provider should provide a list of their services with associated estimate costs part of their concise proposal.

Reporting

The firm or the assigned producer would be reporting to FSS Project Manager.

Eligibility Criteria

- Private production companies with a valid operating license.
- The applicant must have a minimum of 5 years of relevant work experience to demonstrate experience working in similar assignments.
- Work samples should be provided part of the proposal.
- CV of the Lead Producer should be added to the proposal.

Required qualification for Lead Producer

- Professional training or certificate and a minimum of five-years' work experience in an audio-visual related-field;
- Experience/knowledge in the production of audio-visual materials (e.g., news reporting or documentaries) for private and/or public sector clients;
- Flexibility to attend meetings, events and/or carry-out assignments on short-

notice; and

- Being fluent in English and, ideally, both local languages, Dari and Pashtu; working knowledge of French will be an asset.

General skills for the Lead Producer

- Have good communications skills in English;
- Be willing to work extra hours or during statutory holidays, if required;
- Have the ability to work independently, be detailed orientated, creative and self-starter; and
- Have sufficient knowledge of Afghan culture and local contexts.

The applicants who meet the criteria may submit a brief technical proposal (not more than ten pages including past experience of the firm and CV of the Lead Producer and fees as mentioned above).

Evaluation and Basis for Award:

The proposals will be reviewed and scored based on past experience and work samples of the firm, and Lead Producer's CV.

Questions

AHG realizes that applicants may have additional questions to further clarify this RFP. The applicants may send their questions to email provided below not later than February 10th, 2018, 14:00 hours Kabul time. AHG will respond to questions by 15th Feb, 2018.

Please send your question to najma.orozgani@ahg.af

Instructions for submission of the proposals

Applicants wishing to respond to this RFP must submit signed/stamped proposals, in English, electronically (via E-mail), in accordance with the following instructions.

The bidder shall submit the following information with the proposal:

1. Technical proposal including past performance, CV, and fees as requested above.
2. Valid license
3. Work samples

An authorized representative of the company or organization submitting the proposals must sign the cover page of each copy of the proposals.

A hard copy with the work sample (in a flash drive) should be dropped to AHG main office. The address is given at the first page of this RFP.

The signed/stamped copy of the proposals must be submitted in a PDF format to Najma Orozgani, FSS Project Coordinator

Email: najma.orozgani@ahg.af

Appendix A

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

Projects undertaken in the past Five years may be taken into consideration at the discretion of the evaluation panel.

Item #	Project Title and Description of Activities	Location Province/District	Client Name/Tel #	Project Cost	Start Dates	End Dates	Completed on Schedule (Yes/No)	Subcontractor or Prime Contractor?
1								
2								
3								
4								
5								

