

# **Request for Quotation (RFQ)**

**Title of Consulting Services:**

**Mid Term Evaluation of  
Programming for the Women's Dormitory at Kabul University**

**RFQ#: KUDORM/RFQ/2017/001**

**Deadline for Submission: July 21, 2017 at 11:00 am – Kabul Time**

## Introduction:

The Programming for Women's Dormitory at Kabul University Project is a largely self-contained, female-only staffed complex that gathers into close proximity the resources necessary for up to 1400 residents to study English Language, (General English Courses, business writing, academic writing, TOEFL Preparation), Computer Skills, Science Subjects, and physical education courses. A library, computer lab, and health center complete the layout.

The project's 12 objectives for programming the use of women's dorm include the hiring, training, and assessment of staff, providing curricula, instruction, and tutoring; staffing and operating the Library, Sports, Recreational, and Student Affairs Centers; conducting extracurricular academic, career, and cultural seminars, ceremonies, and events; and monitoring, evaluating, and reporting all project activities to donor on quarterly basis. The project is working with MoHE and dorm administrators to measure, maintain, and continuously improve operations, and sustain them following the life of the project.

## Statement of Purpose:

The implementing agency requests for proposals from competent service providers to conduct a mid-term evaluation of the Programming for the Women's Dormitory at Kabul University project. The evaluation will be at the outcome and impact levels and, will identify key successes, lessons learned, effectiveness of the project as a delivery model, and help to inform future activities under the project. The interested service providers must have at least five years of proven experience including with bi- and multi-lateral development donors.

## Location of Evaluation:

The location of the evaluation assignment is in Women's Dormitory at Kabul University. The planned duration of the assignment is 3-4 weeks in August-September 2017.

## Objectives:

The mid term evaluation has following objectives:

1. Determine the progress towards achieving the project's objectives and intended outcomes.
2. Identify best practices, opportunities, lessons and corrective actions needed for the next phase of implementation and to ensure the realization of the expected results.

## Scope of Work

1. The scope of work for the project covered by this RFQ is as follows:
  - Reviewing the project activities, including on-site visits, interviews and assessments of the methods used by the implementing agency;
  - Using the project documents, to compile a definitive list of valid, reliable indicators which examine the quality and effectiveness of the project;
  - Measuring results against the agreed, definitive indicators;
  - Assessing the major challenges and opportunities faced by the implementing agency, the successes and failures of the project, and any lessons that can be learned from them; and
  - Providing an assessment of the pros and cons of further support for project in this area.

## Methodology:

The methodology should combine a wide range of methods (e.g. quantitative and qualitative,) tools and information sources to allow triangulation of information and ensure impartiality. In particular, there should be an extensive review of all relevant documents; a representative sample of key stakeholders should be consulted, their opinions and feedback considered in order to determine the scope and quality of the outputs and ensure a comprehensive understanding of diverse perspectives on issues, performance and results. The approaches should assess the extent to which each of the implemented outputs fulfilled their initial objectives. It is expected that the analysis will focus on the immediate outcome level results and will comment on the extent to which the project is progressing towards higher level outcomes and impacts.

## Contracted Service Provider's Profile:

The finally selected service provider must have a profile including:

1. Proven experience and a successful track record in similar assignments with development organizations for the past five years with specific emphasis on the education sector.
2. Thorough knowledge in M&E systems and data analysis
3. Ability to work under tight deadlines.
4. Provide detailed CV of staff member(s) to be involved in evaluation
5. Submit a detailed technical Quotation with work plan and a detailed financial proposal.
6. Submit verifiable evidence of similar assignments.
7. Contact information for individuals and/or organizations to whom you have provided M&E related services and can serve as references.
8. Attend physically a pre-bid meeting to be held on 29 July 2017 at ESO main office, Karte Se, St#12, House#4, Kabul, Afghanistan.
9. Agree to the payment policy: The payment will be subject to tax and VAT as per Afghan government fiscal policy. Schedule of payment will be – 20% after signing of

contract, 30% after submission of 'preliminary draft' of report, and the rest 50% after the project's acceptance of 'final' report.

### Deliverables and Timeframe

2. The Service Provider will deliver a detailed workplan for delivering the mid term evaluation for this project, included in the RFQ upon submission. The work-plan will include detailed methodology (including a definitive list of indicators that will be evaluated for that project) and a time line for the work. The Service Provider will then work with the implementing agency's project management to finalize the work-plan.
3. No later than four weeks after the date of the contract start, the Service Provider will deliver to the implementing agency the final report on mid term evaluation of this project. The final report will address the relevant objectives, and will include an executive summary.
4. At the same time as the delivery of the final report, if requested, the Service Provider will also provide copies of any questionnaires compiled and any data collected during the course of the work conducted.

### Reporting Arrangements

5. The Service Provider will report directly to implementing agency's representative specified in the contract. .
6. No later than five days after the submission of each deliverable, the Service Provider will be available to participate in a meeting to discuss the deliverable, its findings and any issues, challenges or recommendations.
7. In addition, the Service Provider must be available for further meetings and/or other communication at agency's request during and immediately after the period of the assignment.

### Data Sheet

12	Name of the Client: <b>Programming for the Women's Dormitory at Kabul University</b>
13	A pre-Quotation conference will be held to clarify and respond to questions at 3:00 pm on Saturday, July 29, 2017 at below Address. Please confirm your presence by sending your request to <a href="mailto:amuslimyan@eso.af">amuslimyan@eso.af</a>  Address: <b>ESO main office, Karte Se, St#12, House#4, Kabul, Afghanistan</b>
14	All Quotations must remain valid for <b>60</b> working days after the submission date.
15	Proposals shall be submitted in the following Language: <b>English</b>
16	Consultant must comply with the laws of Afghanistan including those relating to income tax and customs duties. Consultant is responsible for determining and paying

	his/her/its tax liability and all the applicable taxes under the laws of Afghanistan.
17	Consultant should state the financial Quotation in the <b>USD</b> Currency
18	Budget Ceiling for this consulting Services shall be <b>10,000.00 USD</b>
19	Consultant must submit the original and <b>1</b> copies of the Technical Quotation and the Original Financial Proposal, and one CD copy of Each.
20	The Technical Quotation& Financial Quotation shall be submitted in two separate envelopes, clearly marked as: “ <b>Technical Quotation</b> ” & “ <b>Financial Proposal</b> ” and both envelopes put together in another sealed envelop.
21	<p>The Quotationsubmission address is:</p> <p><b>M&amp;E Department</b>  ELCLC Main Office  Law and Social Sciences Faculty Building  Kabul University, Kabul Afghanistan.  E-Mail: <a href="mailto:amuslimyan@eso.af">amuslimyan@eso.af</a></p> <p>Proposals must be submitted no later than the following date and time:  <b>October 30, 2017 at 11:00 am – Kabul Time</b></p>
22	The CV of the task Team Manager and proposed team must be attached to each technical proposal. A brief profile of the research team demonstrating their ability to undertake the work assigned to them by indicating the level of experience and expertise should be included.
23	<p>Financial Quotation should demonstrate:</p> <ul style="list-style-type: none"> <li>• Personnel inputs (name, position in team, days input to assignment, day rate in USD); and</li> <li>• Reimbursable costs (travel, per diems etc.), where applicable.</li> </ul>
24	The Service Provider is responsible for the safety and well-being of its personnel (and any third party affected by its activities under the contract for the work set out in this request for proposal), including putting in place appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property.
25	Expected Date and Address for contract negotiation: <b>TBD</b>
26	Expected date for commencement of consulting services: <b>TBD</b>

## Quotation Evaluation Criteria:

<b>Criteria</b>	<b>Weighting</b>
The proposed approach to delivery of the services: <ul style="list-style-type: none"><li>▪ Methodology for conducting the mid term evaluation of the project, with reference to this RFQ</li><li>▪ Adequacy of arrangements for the delivery of the services, including ability and logistical support</li><li>▪ Strength of quality assurance processes</li></ul>	30
Experience and capability to deliver services, including ability to meet required timelines and adequacy of proposed personnel inputs to deliver the services: <ul style="list-style-type: none"><li>▪ Relevant project monitoring experience and expertise</li><li>▪ Experience and capacity to operate in the relevant province</li><li>▪ Experience and expertise of proposed assignment manager</li><li>▪ Experience and expertise of the team of researchers</li><li>▪ Adequacy of quality assurance arrangements for the assignment</li></ul>	40
Cost for delivering services	30
<b>Total</b>	<b>100</b>