World Vision
Afghanistan

Request for Proposal (RFP)

RFP/PR No: 1889005

Title of the RFP: Third Party Monitoring (TPM) of Cash Programming in Badghis, Ghor, Faryab, Bamyan, Uruzgan, Kandahar and Daykundi province

Date: January 6, 2022

PROPOSALS SUBMISSION DEADLINE: January 15, 2022, 5PM

QUESTIONS / CLARIFICATIONS: Address to ahmadjawid_mahyar@wvi.org (copy to aziz.obaidi@wvi.org)

Phone Number: +93799209672

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1. Introduction

World Vision International- Afghanistan is a non-profit, humanitarian aid and development organization that is dedicated to helping children and their communities reach their full potential by tackling the causes of poverty. We serve poor children, families, and communities through means such as emergency relief, education, health care, economic development and promotion of justice. Our work touches approximately 100 million people in nearly 100 countries, assisting people regardless of religion, ethnic background, or gender.

2. Objectives of the Assignment

Provide third party monitoring of Consortium partners (WVA, CRS and Medair) supported cash distribution activity. The Third Party Monitoring will monitor the operation activities as described in the Standard Operating Procedures (SOPs) on the entire Cash and Voucher Programming (CVP) for WV Afghanistan, CRS and Medair. The TPM will cover at least 1(one) cash and in-kind distribution of each partner in total 4 distributions to be monitored by third party. The TPM alongside the FRAMES Partners' monitoring, evaluation and accountability procedures will support to ensure that the following mechanisms are in place to mitigate risks associated with cash distribution programming:

- An effective complaints and feedback mechanisms for beneficiaries and non-beneficiaries
- Facilitate two-way feedback mechanisms between communities and consortium partners
- Providing clear information to beneficiaries about complaint and feedback mechanisms and their entitlements
- A functional whistleblowing mechanisms and swift agency response to reports of fraud or corruption
- Gender equality and social inclusion principles
- Safety and protection mainstreaming during and after the distributions including safe reporting and referrals of protection incidents

Details of the scope of the services is provided in the Terms of Reference under Annex-I of this RFP.

3. Clarification of the Request for Proposal

The consultants requiring any clarification of the RFP shall contact WVA using the address below in writing. WVA will respond in writing to any request for clarification within two (2) days, provided that such request is received at least Five (5) days prior to the deadline for submission of proposals. WVA may forward copies of its response to all those who have acquired the RFP directly from it, including a description of the inquiry but without identifying its source.

Attention: **Ahmad Jawid Mahyar**
Email: Address to ahmadjawid_mahyar@wvi.org (copy to aziz_obaidi@wvi.org)
Phone number: +93799209672

4. Clarification of Proposals during Evaluation

To assist in the examination, evaluation and comparison of Proposals, WV AFGO may, at its discretion, ask any consultant for a clarification in regards to its Proposal including implementation approach & methodology, work plan, staffing organization etc. Any clarification submitted by a consultant in respect to its proposal and that is not in response to a request for clarification shall not be considered. The WV AFGO's request for clarification and the response from the consultant shall be in writing.

5. Preliminary Evaluation of Proposals

Preliminary Examination –WV AFGO shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. WV AFGO reserves the right to reject any Proposal at this stage if such proposal is determined to be substantially non-responsive. The proposals rejected at the preliminary examination stage will not be considered for detailed examination.

6. Evaluation of Technical Proposals

WV AFGO will evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified below. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score.

Criteria, sub-criteria, and point system for the evaluation of Technical Proposals

Points

(i) **Specific experience of the Consultant (as a firm) relevant to the Assignment:** ***[20]***

[The consultant shall have proven expertise and experience in social research, including experience in cash and voucher programing WASH, Health & Nutrition, livelihoods and agriculture sectors in humanitarian emergency responses.] **as means of proof, copy of implemented contracts should be attached.**

ii) **Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs):** ***[50]***

a)	Adequacy and quality of the proposed methodology	20
b)	Work Plan	10
c)	Organization and Staffing	10

[**Approach & methodology**: WV AFGO will assess whether the proposed methodology is clear, explains well your understanding of the objectives of the assignment as outlined in the ToR, and responsiveness of the workflow to the ToR;

Work plan: overall team composition is balanced and has an appropriate skills mix; and the work plan {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here.}

{**Organization & Staffing:** Please describe the structure and composition of your team and relevant technical experts and administrative support staff that contribute effectively to the implementation of this assignment.}

(iii) **Key Experts' qualifications and competence for the Assignment:**

[Under the key experts assessment, the number of points to the key experts will be determined according to their general qualifications, adequacy for the assignment (relevant education, experience in the sector/ similar assignments)] and experience in the contexts of similar to Afghanistan**] CVs of the key experts shall be submitted**

a)	[Team Leader]	10
b)	[Field Monitor]	10
c)	[M&E Specialist]	10
	Total points for criterion (iii):	**[30]**
	Total Score:	**100%**

The following criteria shall be considered as the minimum competencies for the key experts of the consultant:

- Minimum qualifications of a Master's Degree, or higher in the field of humanities, M&E, Nutrition/Public Health, FSL, or related fields with demonstrated experience in timely execution of monitoring, evaluations, assessments, accountability and learning tasks
- Knowledge and experience of M&E in emergencies, with excellent skills in research, monitoring and evaluation of emergency programs in Afghanistan
- Experience measuring multi-sectoral outcomes under Nutrition, Maternal malnutrition, Food security and WASH programming
- Proven experience in conducting participatory qualitative and quantitative evaluation studies with superior analytical skills.
- Excellent analytical and report writing skills.
- Computer proficiencies with good knowledge of statistical packages for qualitative and quantitative data analysis.
- Experience in the field of cash/food assistance programming and monitoring procedures in Afghanistan
- Use of innovative technologies, including mobile data collection.
- **The Team Leader shall have adequate experience and skills of management a team and projects of similar nature and scope on humanitarian ground**

The minimum technical score (St) required to pass is 75

<u>The weights given to the Technical (T) and Financial (P) Proposals are</u>:

Technical Proposal: 70%

Financial Proposal: 30%

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

Sf = 100 x Fm/ F, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

T = <u>0.7</u>

P = 0.3

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: S = St x T% + Sf x P%.

7. Additional Required Documents Comprising Responsiveness of the Proposals

The consultants shall also submit the following documents as part of responsiveness of their proposal:

i. A copy of documents defining the constitution or legal status, place of registration, and principal place of business of the bidder;

ii. Written power of attorney of the signatory of the proposal to commit the bidder;

iii. World Vision Supplier Code of Conduct Form completed, signed, stamped and submitted along with the proposal;

iv. Consultant must not be suspended, debarred, or otherwise identified as ineligible by any WVI, UN Organization or the World Bank Group or any other international Organization. Consultants are therefore required to disclose to WV Afghanistan whether they are subject to any sanction or temporary suspension imposed by these organizations

v. Bankruptcy-The consultant should not have been declared bankrupt or involved in bankruptcy or receivership proceedings and there is no judgment or pending legal action against it that could impair its operations in the foreseeable future.

8. Due Diligence

WV AFGO reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the consultant.
Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:

a) Verification of accuracy, correctness and authenticity of information provided by the consultant;

b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;

c) Inquiry and reference checking with Government entities with jurisdiction on the consultant, or with previous clients, or any other entity that may have done business with the consultant;

d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;

e) Physical inspection of the consultant's offices, branches or other places where business transpires, with or without notice to the Bidder;

f) Other means that WV AFGO may deem appropriate

9. Confidentiality

Information relating to the evaluation of proposals and recommendation of contract award, shall not be disclosed to consultants or any other persons not officially concerned with the bidding process until information on the results of the contract award is transmitted to all prospective consultants.

10. Methodology for submission of proposals

Proposals must be submitted electronically ONLY to the following address:

Afgo_procurement@wvi.org

Format: **PDF files only**

The Technical and Financial proposals must be submitted as separate files.

Deadline for submission of proposals:

January 15, 2022, 1700hrs Kabul Local Time

Proposals received after the submission deadline will be rejected. Late proposals will not be accepted.

Annex – I

Terms of Reference

Third Party Monitoring (TPM) of Cash Programming in the provinces of Badghis, Ghor, Faryab, Bamyan, Uruzgan, Kandahar and Daykundi provinces in Afghanistan

SCOPE

World Vision Afghanistan is seeking to work through an institution that can monitor FRAMES partners (World Vision, Medair and CRS) humanitarian Cash/Food Assistance programming in the provinces of Badghis, Ghor, Faryab, Bamyan, Uruzgan, Kandahar and Daykundi in Afghanistan. The Cash/Food Distribution is scheduled in November/Dec-21 - May 2022.

FRAMES partners (World Vision, Medair and CRS) intends to implement direct distributions in all target sites through the services provided by a reputable financial services provider (Hawala). The cash distribution will be implemented in the following provinces and districts and for different times in the locations – details added to the table below:

Implementer	**Name of Province**	**Name of district**	**Targeted beneficiaries**	**Amount per beneficiary** (the beneficiaries will be given the equivalent amount in AFNs as per the official exchange rate during the time of distribution)	**Distribution Timeframe**
CRS	Ghor	Chaghcharan	1440	$26/beneficiary. $12 transport allowance for each household.	November/December 2021
CRS	Ghor	Dulaina	900	$26/beneficiary. $12 transport allowance for each household.	November/December 2021
CRS	Daykundi	Ashterlay	1320	$26/beneficiary. $12 transport allowance for each household.	November/December 2021
CRS	Bamyan	Dare Chasht	807	$26/beneficiary. $12 transport allowance for each household.	November/December 2021
WVA	Badghis	Abkamary	365	$50	January 2022
WVA	Badghis	Muqure	365	$50	January 2022
WVA	Faryab	Maimana/Pashtokot	609	$50	January 2022
WVA	Faryab	Ghormach	365	$50	January 2022
WVA	Faryab	Qaisar	609	$50	January 2022
Medair	Daykundi	Khedir	14,616 (2088 households)	$180/beneficiary – pending revision of FSAC ration guidance	Distributions in Nov 2021 and May 2022
Medair	Daykundi	Miramor	15,834 (2262 households)	$180/beneficiary – pending revision of FSAC ration guidance	Distributions in Nov 2021 and May 2022
Medair	Kandahar	Kandahar	7700 (1100 households)	$90/beneficiary	Distributions in April/May 2022

OBJECTIVE

Provide third party monitoring of Consortium partners (WVA, CRS and Medair) supported cash distribution activity. The Third Party Monitoring will monitor the operation activities as described in the Standard Operating Procedures (SOPs) on the entire Cash and Voucher Programming (CVP) for WV Afghanistan, CRS and Medair . The TPM will cover at least 1(one) cash and in-kind distribution of each partner in total 4 distributions to be monitored by third party. The TPM alongside the FRAMES Partners' monitoring, evaluation and accountability procedures will support to ensure that the following mechanisms are in place to mitigate risks associated with cash distribution programming:

- An effective complaints and feedback mechanisms for beneficiaries and non-beneficiaries
- Facilitate two-way feedback mechanisms between communities and consortium partners
- Providing clear information to beneficiaries about complaint and feedback mechanisms and their entitlements
- A functional whistleblowing mechanisms and swift agency response to reports of fraud or corruption
- Gender equality and social inclusion principles
- Safety and protection mainstreaming during and after the distributions including safe reporting and referrals of protection incidents

TYPES OF MONITORING ACTIVITIES

The selected organization will conduct different types of monitoring activities, the minimum set will include:

- Register beneficiary complaints and feedback for Accountability to Affected Populations
- Direct observation and on-site monitoring during implementation of activity
- Service delivery verification
- Situational analysis of population and operational environment or context analysis
- Safety audits – including observation and assessing safety concerns on the location, distribution time, crowd control and other arrangements and make recommendations for improvement.

MONITORING CRITERIA AND PROCESSES

FRAMES Partners' supported cash/food distribution will be monitored as per the procedures stipulated below:

- **Programme operational process monitoring:** Assessment of the extent to which the provider has met its service delivery commitments in the Work Plan (including staff, supplies and equipment etc.) and followed the procedures described in SoP for CVP.

The following processes should be followed to collect monitoring information:

Processes	Information Need
Supplier distribution:	- What has been received by beneficiaries - What were the conditions of distributions (distance, duration) - Adhoc visits to the distribution sites (could be anonymously through observation) - Protection/security issues related to distribution (observation during distribution)

Information on the project from beneficiary perspective	- Awareness of complaint mechanism - Database of complaints is in place and regular follow-up on complaints are provided by all entities - Knowledge of the conditions of the project (what each beneficiary is entitled to receive, what are the conditions if any) - Clear understanding of the selection criteria of beneficiaries for the Cash Programming
Monitoring of the accuracy of cash delivered to the intended beneficiaries	- The accuracy and validity of the status of the selection criteria. - Potential diversion. Triangulation of information reported in the various means of verification. - Monitoring the status of "ghost" beneficiaries (beneficiary hotline to enable reporting of any grievances)
Monitor the status of pre-conditions allowing this type of programming:	- Assess market capacity / Market monitoring o Status of the value chain. Anticipating the risk, the price fluctuation, shortages, etc. o Availability of goods o Commodity prices
Acceptance of the programming by the community	- Perceptions about the project modalities appropriateness by suppliers/non suppliers, beneficiaries, non-beneficiaries, local authorities in relation to the modality of project implementation, beneficiaries' opinion on the fairness of the level of cash distribution;
Security /Do No Harm Principles	- Identify barriers to access the distribution sites or working sites (CFW) related to gender, mobility and other factors. - Awareness of beneficiaries on acceptable and unacceptable behaviours of staff and contractors as well as the reporting mechanisms on safeguarding concerns. - Taxation issues at beneficiaries' or suppliers' levels - Assess the different gender and age perspectives on the cash assistance and how boys, girls, women and men benefit (or not) differently.

MAIN TASKS FOR TPM

1. Development of Methodology, Tools and SOPs:

All tools and procedures for monitoring should be agreed with FRAMES partners (World Vision, Medair and CRS). All relevant forms will be developed by the organization and approved by World Vision Afghanistan. Forms should be bi-lingual to facilitate data collection in local language, and reporting to World Vision Afghanistan in English. All the tools and forms should follow WVA SoP on CVP of FRAMES partners (World Vision, Medair and CRS). The minimum types of monitoring will include:

- Register beneficiary complaints and feedback for Accountability to Affected Populations
- Conduct direct observation and on-site verification on the implementation of activity using standard on-site monitoring/safety audit tools

- Service delivery verification
- Situational Analysis of population and operational environment.

Standard Operating Procedures should be put in place, for how the field monitors operate including their interaction with partners, non-state entities and local authorities in the field and monitoring application of the humanitarian principles. As FRAMES partners (World Vision, Medair and CRS) works in sensitive sectors, the procedures should also include brief procedures on referrals in cases where safeguarding issues are disclosed to the project team. The procedures will ensure strict adherence to ethical, confidentiality and safety principles by all staff involved in collecting, storing and analysing data obtained during the course of the monitoring- Do No Harm. The monitoring will be conducted in accordance with the WHO Ethical and safety recommendations for researching, documenting and monitoring sexual violence in emergencies as well as in full compliance of World Vision's Child and Adult Safeguarding Policy.

2. Training of Teams:

A training of project and monitoring staff is required to ensure that they understand World Vision's mandate, programme, partnerships and safeguarding/Do No Harm principles, and that they understand the structure of the data to be collected, compiled and analysed. The organization will facilitate this training, with the support of World Vision Afghanistan's Monitoring, Evaluation, Accountability and Learning unit staff.

3. Third party monitoring team:

To conduct the monitoring visits, the organization should be able to mobilize a trusted team, including personnel for:

- Field monitors (if relevant ToRs or JDs for Third Party field monitors should be agreed with WVA),
- Project management, data analysis and reporting.

The teams are expected to visit around distribution regularly during the duration of the contract (November/Dec-21 - May 2022). The field teams will collect photos and videos at the project sites to collect photographic evidence to be submitted to WV Afghanistan in accordance to the WV's policy on collecting such evidence (ensuring the informed consent of beneficiaries and relevant staff).

4. Review Meetings:

Frequent meetings with World Vision Afghanistan, and an introductory meeting with partners will be needed at the beginning of the contract. Monthly meetings with the project team will be required to debrief World Vision's Programme and MEAL teams. These meetings will be arranged by the organization. If possible, these meetings should be held attended by the field monitoring team.

5. Data Compilation/ Analysis/ Reporting:

The organization(s) will ensure sufficient capacity is in place for data analysis and reporting as well as to ensure data protection. Each month a report should be submitted, as well as a final one by the XX date of the month. Analysis should include access and security updates and maps. Datasets should be available for FRAMES project

DELIVERABLES

The products that will be required to be delivered by the organization(s) are:

- Inception Report including Methodology, Tools and SOPs
- Work plan and Timelines (including details on development of monitoring tools, regular feedback between FRAMES Partners and the organization. Any other key actions that the organization should undertake should also be outlined in the work plan.

- Database of all information collected in the field, whether through mobile data collection (highly recommended) or on paper based forms. Reports for each site visited should be rapidly retrievable by the organization.
- Monthly and Final analytical reports (covering - Beneficiary verification and feedback for Accountability to Affected Populations, Direct observation and on-site verification on the implementation of programmes, Service delivery verification, and Situational Analyses of population and environment) consolidating information from all sites visited and aggregating those reports by marker including the geographical area/ implementing partner.
- Full sets of photos and videos collected including details of the dates, locations, and the project site visited. Where possible the field monitors should provide some more background information on each set of photos/ videos. All photos/ videos should be accompanied by Informed Consent forms.
- All previous reports should be written in English.

Terms of Payment

- No Advance payment is made.
- 40% of the contract price shall be paid based on submission of the inception report and its endorsement by the WV AFGO assigned project representative;
- 30% of the contract price shall be paid upon submission of the mid- term report and its endorsement by the WV AFGO assigned project representative;
- 30% of the contract price shall be paid upon submission of the final completion report that fully comply and meet the project deliverables;

Security and Facilities Arrangement by Consultant

The consultant will be responsible for its own arrangement for security, transportation, communications, accommodation and insurance towards implementation of this assignment as well as in the field in Afghanistan.

ANNEX

1. SOP for Cash/Food Programming World Vision Afghanistan SOP_NonWFP_Direct Cash Transfers_Final.p
2. Medair AFG209 Cash Transfer Programing SOP Medair AFG209 Cash Transfer Programing S
3. CRS Cash Distribution SoP_DRAFT2021.12.19 CRS Cash Distribution SoP_DRA