



Equality for Peace and Development Organization (EPDO)

Terms of Reference 'Request for Proposal' (RFP)

Project Title: Livelihood support for vulnerable women and small grants support to local CSOs
Announcement Date: February 20, 2024
Closing date: February 29, 2024

EPDO Background

Equality for Peace and Development Organization (EPDO) is an Afghan non-profit, non-governmental organization registered with the Ministry of Economy and has a membership of ACBAR. The NGO was founded in 2010 to empower Afghan youth in their communities and advocate for them at the policy level. EPDO's work aims for Afghanistan to be a peaceful, prosperous, and welfare state. One in which each citizen enjoys equal rights free of any form of discrimination. EPDO's aspirations for youth and civil societies to become active agents in securing their needs at the community and policy levels, to build coalitions and networks, and advocate for humanitarian work, inclusive human rights, and peace. Afghanistan is one of the world's most complex emergencies and the world's largest humanitarian crisis. The country's crisis is multi-layered, coming from political tensions, poverty resulting in extreme food insecurity, economic decline because of mass unemployment, and natural disasters like droughts and floods.

SCOPE OF WORK

Equality for Peace and Development Organization (EPDO) intends to award a small grant (\$2500) to the active and registered small and grassroots CSOs in Kunduz and Bamyan provinces. The goal of the small grant is to fund a small 6-month project, during which EPDO will work to strengthen local CSOs' stability, resilience, and organizational capacity to be able to implement livelihood programs, change social norms, attitudes and behaviors related among the community members. As well as providing financial and training support to strengthening the institutional capacity and resilience of the successful CSOs, the small grant will be required to cover a small project. Through this project, the CSO will organise awareness raising and training sessions for families and key stakeholders on women's rights from an Islamic perspective. They will also provide mentoring and market linkage support to women in Kunduz and Bamyan provinces. These women are members of self-help groups and participants in vocational training provided by EPDO.

EPDO is seeking the support of interested civil society organisations to link women members of the self-help group to the market and to provide them with ongoing guidance and support in setting up their businesses. The proposals submitted to this RFP should include details of the approach that the applicant

will take in providing this support and awareness sessions, and a budget breakdown of the anticipated costs. The proposed proposals are required to specify the spending of grant as follows:

- Admin cost – 20 %
- Staff salary – 20 %
- Mentorship and market linkage – 40%
- Awareness raising – 20 %

Therefore, EPDO is seeking proposals from active small and grassroots CSOs in abovementioned localities working in the following fields:

- Livelihoods and skills building for women
- Community mobilization and awareness
- Engaging with religious leaders, men and boys to promote peaceful and healthy homes and families
- Working with marginalized Groups: including persons with disabilities, youth, and other marginalized groups
- Conflict resolution,
- Women and youth capacity building,
- Humanitarian development,
- Public awareness raising,
- Advocacy
- Livelihood and resilience

REQUIREMENTS

- Profile and qualifications, including relevant experience,
- Have a valid license (registered with the Ministry of Justice or equivalent)
- Operating in mentioned locality
- Number of staff (male/female)
- Proof of previously implemented projects

EVALUATION PROCESS

Upon receiving concept notes from women's rights, women led organizations including small and grassroots CSOs, the technical evaluation committee at EPDO will evaluate each CSO concept note taking into account the proposed components of the concept note and the required working areas mentioned in this RFP.

- The proposed concept notes should clearly embed the outcome, output and activities achievable in the 6-month period Concept notes need to clearly outline the approach of providing mentoring in business establishment and management for female small entrepreneurs trained by EPDO,
- Concept notes need to clearly propose mechanism for marketing and market-linkage for the small business products
- Concept notes to provide marketing techniques to the small businesses
- CSOs should be registered with the Ministry of Justice or equivalent

GRANT DURATION

- The grant will be awarded for the period of 6 months
- The grant will be awarded in two installments, the first installment will be delivered after the CSOs have been selected, and the second installment will be delivered in the second quarter after submission of financial and progress report having spending 80% of fund by the grantee.

M&E PROCEDURE

EPDO has the right to monitor spending of the grant throughout the grant period to make sure the activities are carried out towards the objectives and goals outlined in the grantee proposal. Monitoring and Evaluation of the grant will be carried out according to the EPDO M&E Policy and the M&E tool in place.

GENERAL INFORMATION	
Name of the organization	
Brief description	
Thematic focus	
Contact person	
Organization type	
Level of the Organization activities	
Location	
Email Address	
Phone number	
Website (if any)	

OPERATION AREA		
Areas	Yes / no	Comments
Legal status, structure, and mission		
1.1.	Is the organization formally registered? If yes, please mention the year of registration.	
1.2.	What is your organization structure? Who leads/manages it?	
1.3.	What is your organization type?	
1.4.	What is the primary objective behind the creation of the organization? Mission and Vision?	
1.5.	What is the main field of your work? (Select as many as possible)	a) Peace Building b) Conflict Resolution

		c) Women and Youth capacity building d) Gender Equality e) Humanitarian f) Development g) Advocacy h) Public awareness raising i) Other	
1.6.	Do you have any evidence of the results of your work/related experience/projects undertaken/initiatives taken?		
1.7.	If yes, please provide		
Human and financial resources			
1.8.	Please give indications related to the organization's human resources (disaggregated by gender):	a) The number of full-time employees? b) The number of part-time employees? c) The number of members/adherents? d) The number of volunteers? e) Others (specify)	
1.9.	Indicate your organization's financial resources	a) Sources of financing: b) Organization experience in managing funds: c) Organization annual projects budgets (turnover): d) Others (specify):	
1.10.	What is your annual income/expenditure level for the past two to three years? <i>(Please be specific)</i>		
Networking and consortiums			
1.11.	Is your organization a member of any local CSO network/ consortium or umbrella INGO/NGO?		
1.12.	Does your organization have a network/coalition with other organizations keeping the areas outlined on the "Scope of work" in this RFP? Please mention the name of the organizations or the networks that you are part of?		
1.13.	Does the organization have access to relevant information/resources during advocacies?		
Outreach and experience			
1.14.	Does the organization have experience in the areas mentioned on section "Scope of work" of this RFP?		
1.15.	Does the organization have any advocacy strategy? If yes, brief it		

1.16.	Does the organization have dedicated permanent staff for advocacy or? Please include the number of staff, and the themes are they working on?		
1.17.	Have your organization implemented project covering marginalized groups including persons with disability, youth, ethnic and religious minorities?		
1.18.	How does your organization conduct, women empowerment, livelihood improve skills building, at the provincial and district level? What are the main challenges that the CSO faces, and how do you overcome the obstacles while operating??		
Capacity building requirements			
1.19.	Did your organization's staff receive any training on providing psychosocial support in an emergency context?		
1.20.	Does your organization need technical capacity in the provision of humanitarian aid?		
1.21.	Are you interested in becoming part of an awareness-raising session to focus on various issues, such as women's economic security, girls' education, peacebuilding and conflict resolution, etc.? if yes, why?		
1.22.	What additional support would your organization require in carrying out any of the areas of your interest outlined on section "Scope of work" of this RFP?		
1.23.	What type of capacity-building training and support does the organization need?		

SUBMISSION GUIDELINE

Interested applicants to send a technical and financial proposal for the work in line with the following guidance:

Capability statement: How the CSO is structured for the assignment, the role each member of staff will play including the CVs of the key personnel who will take part in implementation of activities.

Technical Proposal: The CSO understanding and interpretation of the Terms of Reference, a detailed methodology on how they will undertake the activities towards achieving the outcomes and goals.

Financial proposal: Itemized budget proposal that should include the, operational costs, and all associated costs including VAT and tax.

References: Names, addresses, telephone numbers of three organizations that you have conducted similar assessments for within the last three years, that will serve as your professional referees.

Interested CSO that meet the requirements should submit an expression of interest to (admin@epd-afg.org) by (Date is to be determined)