



Asia Community Development Organization (ACDO)

CALL FOR PROPOSALS

I. SUMMARY

1	Funding Opportunity Title	Capacity Building Program
2	Announcement Type	Request for Proposal - (RFP)
3	RFP Number	ACDO - RFP # 01-2023
4	Issue Date	December 25, 2022
5	Closing Date and time	January 5, 2023 – 2:00 PM Afghanistan Standard Time

II. INTRODUCTION TO ORGANIZATION AND FUNDING OPPORTUNITY

Asia Community Development Organization (ACDO) is an Afghan non-governmental, non-political and non-profit humanitarian organization, registered with the GoIRA under the supervision of the respected Ministry of Economy (MoEc) with a mission to provide educational, capacity building, humanitarian assistance, emergency response and income generation support interventions to the vulnerable, at-risk, and underserved people throughout the country.

ACDO is seeking innovative, unique, and modern approaches to build capacity of youth, school and university students. A sample of potential ideas for projects are listed below but organizations are encouraged to propose other activities based on their experience.

- Skills development,
- School and university students' capacity building programs
- Mentorship programs
- On the Job trainings (OJT)
- Vocational trainings
- Job readiness trainings
- Education opportunities
- Youth employment opportunities

The proposed approaches should be designed and implemented to achieve tangible, sustainable results with meaningful impact in youth capacity building and employment opportunity. The applicants should clearly state how results and outcomes will be measured, using both quantitative and qualitative criteria, to demonstrate the impact of the proposed activities, as well as identify particular central or subnational

government institutions and/or geographic areas in Afghanistan where the applicant believes they can implement such reforms professionally and smoothly.

The Proposals must be indicating that, the potential grantee/organization has buy-in from the local government by providing Letters of Agreement (LoA) or MoU, with the relevant government institution(s).

OBJECTIVES:

The purpose of this grant is to identify and support activities which focus on innovative, and targeted activities about youth, school and university students' capacity building.

The opportunity seeks proposals from NGO, CSOs, University and Institution to implement specific activities that fit within this scope. Proposed projects must target particular problems (Capacity Building of University and School Students and Youth) in a creative way that are likely to produce positive results.

III. INSTRUCTIONS TO APPLICANTS

ACDO will review applications based on criteria, and instructions set forth as follows in this document. To be considered for the award, applicants must respond to all of the requests and requirements of this application to the best of their ability.

1. RFP Contents

Applicants are advised to review this document and information provided carefully, particularly the following sections, which are required for successful submission of applications.

- ✓ Prerequisites: All Interested applicant, submitting applications to respond to this opportunity, must meet the eligibility requirements listed in the "Prerequisites" section of this RFP as detailed below.
- ✓ Submission: Please submit your Complete Proposal Including technical and Financial applications and other required documents via email per the instructions provided in this solicitation.

2. Award Information

a. TYPE OF AWARD

Fixed Amount Award (FAAs),

b. SIZE OF AWARD

Grants to be awarded under this RFP may vary in size from 500,000 AFN to 1,000,000 AFN, subject to funds availability.

c. EXPECTED PERIOD OF PERFORMANCE

Expected period of performance of Award must be 3 – 12 months

3. Eligibility Criteria for Award – Prerequisites for Award

a. ELIGIBLE ENTITIES

Any Afghan Civil Society Organization (CSO), Non-Governmental Organizations (NGOs) Universities, and Institutions are eligible to submit applications under this RFP.

b. INELIGIBLE ENTITIES

The following are not eligible for grant support: individuals and government entities; political parties or organizations; organizations that advocate, promote, or espouse illegal activities; faith-based organizations pursuing exclusive religious purposes or whose programs and services discriminate based on religion, and whose main objective of the grant is of a religious nature.

c. START OF PROJECT ACTIVITIES

Project activities can only start after the signing of the grant agreement between the applicant and the ACDO. Costs incurred before the signing of the grant agreement will not be reimbursed.

4. Evaluation Criteria for Award

Applications that are considered eligible, that conform to the requirements stated in this RRA, and that are received by the Submission Due Date and Time will be evaluated for the award on the basis of the Evaluation Criteria set forth below.

Evaluation Criteria	Evaluation Criteria Description	Points
Past Experience:	All applicants will be subject to a past performance review, with emphasis on prior activities, if any, which are similar to that which is proposed. If the applicant has no past performance history, then, such organization should proposed strong and expert team who have past experience in the proposed activities.	10
Technical Merit	ACDO will review the extent to which the proposed technical approach can reasonably be expected to produce the intended results in a specific timeframe. This includes reviewing the relevance of the approach to the problem to be addressed, whether the proposed activities are consistent with the objectives sought, how the activities are interrelated, how activities will be tracked, monitored and reported, how well the program supports in capacity development of youth, ACDO will review whether the proposed beneficiaries are strategically chosen, and whether the proposed performance targets appear reasonable and realistic. ACDO will review the effectiveness of the applicant's approach to gender issues relating to the proposed activities.	40
Project Sustainability:	Sustainability of proposed activities beyond the life of award is an important evaluation factor as well. For applications with a focus on sustaining activities or organizational capacity beyond the life of the award, ACDO will review the extent to which the proposed activity promotes, strengthens, and is supported by sustainable organizations that can	10

	champion sound concepts, innovative practices, and changes beyond the life of the award.	
Organization Capacity and Capability:	ACDO will review the effectiveness of the approach in terms of the applicant organization's internal structure, technical capacity, and ability to represent beneficiary interests. Applicants are encouraged to consider partnerships and coalitions, as appropriate, to broaden geographic diversity, promote greater inclusion, and increase program reach.	10
Cost Effectiveness:	Applicants are strongly encouraged to provide their best price proposals with the submission of their offer. The proposed budget will be reviewed to determine if the applicant's approach is cost-effective and makes use of existing resources, capacities, materials, tools. The price must be reasonable and be balanced among the respective components of performance.	20
Documents	The applicant are strongly encouraged to provide the whole documents requested in Application Form.	10

5. Application Format and Submission Requirements

Applications should respond fully to the specific Application Template attached to this RFP. For the rest of the required documents such as budget, budget narration, work plan, applicant can use their own templates.

This RFP is open to all organizations that are eligible to apply at no cost per the terms provided herein. If any person demands/requests consideration (payment of any kind) in exchange for this RFP, or promises successful selection in exchange for consideration, please inform complaint@acdo-af.org.

6. Application Process

The Application process shall be as follows:

STEP 1 – Submission of Technical and Cost Application

- **Technical Application**

The Applicant shall submit a full application using the templates provided as Annexes-I to this RFP. All sections provided in the template must be completed in full. Any incomplete sections may result in the rejection of the application.

- **Cost Application**

The Applicant must prepare the cost application local currency ONLY. Cost applications must include the total cost necessary for the implementation of the project your organization is proposing. Detailed budget notes should describe each proposed budget line item, including the basis for each price and provide a justification for why the line item is needed for the program.

The cost application must be presented in Microsoft Excel, showing calculations and formulas. For successful applicants may be requested to provide evidence and supporting documentation for the costs to be incurred and budget items. Evidence that may be requested includes pay slips, employment contracts and agreements.

All costs budgeted must be reasonable, necessary to the proposed project, and allowable (no interest expense, fines, penalties, alcohol or entertainment). No profit or fee can be included in the budget or paid for with project funds.

STEP 2 - Negotiation

If the applicant succeeds for funding, then the applicant and ACDO will enter final discussions to ensure all pre-award requirements are met, and significant grant terms are negotiated and agreed upon.

Payment terms may include payment through the provision of advances, direct reimbursement, or payment through a fixed amount award where payments are made based upon the achievement of specific results.

7. SUBMISSION

Interested applicants should submit the completed application in English to procurement@acdo-af.org, the incomplete or invalid applications, i.e., those that do not include all required application materials, respond to the RFP objectives, or otherwise comply with the application guidelines, may not be reviewed.

8. Other Application Guidelines and Notices

The following conditions, guidelines, and notices are included to assist you in preparing a competitive application. All of them should be reflected in your submission.

a) LANGUAGE

Applicant shall provide all proposal documentation in English.

b) MODIFICATION AND WITHDRAWAL

Issuance of this fund opportunity does not constitute an award commitment on the part of ACDO, nor does it commit ACDO to pay for the prices incurred in the preparation and submission of an application. ACDO reserves the right to fund to all or none of the applications received. All preparation and submission costs are at the applicant's expense.

ACDO reserves the right to modify by written notice the terms of this RFP at any time in its sole discretion. ACDO also reserves the right to withdraw this project at any time with or without a statement of the cause, prior to actual award.

9. Submission Checklist

Please use this section as a checklist to ensure that all listed documents are submitted as a part of your grants package. Additional documents can be included if they will support your Grants Application. All documents must be submitted via email as provided above. Any additional documents can also be provided if they support your application. Required documents include:

- i Technical Application – ANNEX A
- ii Work/Implementation Plan – Organization template

- iii Detailed Budget – Organization template
- iv Organization Profile
- v Organization’s Valid Registration Certificate
- vi Anti-corruption policy
- vii Internal and external communication policy.
- viii Organization operation policy/Organization mandate

IV. CROSS-CUTTING APPROACH

In developing innovative project approaches, ACDO strongly encourages applicants to consider and apply the following cross-cutting practices:

1. SUSTAINABILITY

ACDO is committed to empowering partners and beneficiaries to take increased ownership of the development process, including financing, and to sustain project results and impact beyond the life of the project. The applicants should explicitly address how the project results and impact will continue after the end of the project.

2. GENDER INTEGRATION

Weak capacity and unemployment affected men and women differently in Afghanistan. Women are often confronted with development and unemployment opportunity more than men therefore the proposals must include a discussion of how activities conducted under the proposed project will be designed to take these disparities into account. Overall, the proposed projects should build the capabilities of both men and women to combat the unemployment that negatively affect their lives, economic opportunities, and stable governance.

3. HEALTH

When designing activities, applicants should consider the effects of the current COVID-19 pandemic. The applicants are required to adhere strictly to guidance from the Ministry of Public Health and other health authorities on COVID-19 precautions, including wearing masks, social distancing, and limiting the number of participants in enclosed spaces.

ANNEX I the Application Form

APPLICATION FORM

IN RESPONSE TO

ACDO-RFP # 01-2023

SECTION 1: ORGANIZATION PROFILE & BACKGROUND

1.1 ORGANIZATION DETAILS:

Organization name & acronym

Type of organization (i.e., NNGO, INGO, Association, CBO, CSO, University, Institute etc.

Year of registration and Registration No.

Which institution is your organization registered to (also indicate if you are affiliated with an umbrella organization) please attach all registration and affiliation certificates.

1.2 LOCATION OF ORGANIZATION (ADDRESS)

City

Province/Region

Complete address

E-Mail Address

Phone Number

1.3 WHAT IS YOUR STAFF STRENGTH (PLEASE ATTACH YOUR ORGANIZATIONAL STRUCTURE)

Male members:

Female members:

1.4 LIST THREE MANAGEMENT/EXECUTIVE/BOARD MEMBERS/KEY STAFF

Name	Position	Date Appointment	Of	Qualification/Education level

1.5 Details Of Contact Persons			
Name	Position	Phone Number	E-Mail Address
1.6 WHAT ARE THE PURPOSE AND OBJECTIVES OF YOUR ORGANIZATION (MAXIMUM OF 500 WORDS)			
Vision			
Mission			
Goal/Purpose			
Objectives			
Organization’s beneficiaries	target		
1.7 ORGANIZATION CAPABILITY STATEMENT NOT TO EXCEED (MAXIMUM 1000 WORDS)			

SECTION 2: PROPOSED CONCEPT DETIALS AND PROGRAM DESCRIPTION

2.1 PROPOSED ACTIVITY TITLE

2.2 ACTIVITY DURATION:

2.3 NEEDS ASSESMENT: UNDER THIS SECTION, CLEARLY STATE WHAT THE PROBLEM IS. WHAT IS THE CURRENT SITUATION THAT YOU BELIEVE IS ADVERSELY AFFECTING PEOPLE’S PARTICIPATION IN GOVERNANCE AND THEIR DEVELOPMENT (MAXIMUM 600 WORDS)

2.4 WHAT ARE THE PURPOSE AND OBJECTIVES OF YOUR PROPOSED INTERVENTION? (MAXIMUM 300 WORDS)

Overall Goal of The Proposed Activity

Immediate Objectives

2.5 WHAT IS THE PROPOSED INTERVENTION (DESCRIBE IN DETIALS)? (MAXIMUM OF 2000 WORDS)

2.6 WHO WILL BENEFIT FROM THE PROPOSED INTERVENTION?	
Target Beneficiaries	Geographical Coverage (Provinces Or Districts)
Male:	
Female:	
2.7 WHAT ARE THE EXPECTED RESULTS AND IMPACTS FROM THE PROPOSED INTERVENTION?	
2.8 WHAT IS YOUR PROPOSED METHODOLOY FOR MONITORING & EVALUATION OF THE PROJECT? (MAXIMUM OF 600 WORDS)	
2.8 WHAT IS YOUR PROPOSED PROJECT SUSTAINABLITY PLAN? (MAXIMUM OF 400 WORDS)	
2.8 WHO AND HOW WILL THE INTERVENTION TO BE IMPLEMENTED (INSTITUTIONAL FRAMEWORK)	

Name of Institution/ Unit/Resource Person	Responsibility
2.9 BUDGET	
Total Budget to be funded by ACDO	
Total Budget Grantee Contribution or In-Kind Value (Optional)	
SECTION 3: SUPPORTING DOCUMENTS (TO BE SUBMITTED ALONG WITH CONCEPT PAPER AS ATTACHMENTS)	
Required Documents	Yes/No
3.1 Organization Valid License	
3.2 Organization Profile/Fact sheet	
3.3 Work Plan (Excel Sheet)	
3.4 Budget (Excel Sheet)	
3.5 Anti-corruption policy	
3.6 Internal and external communication policy.	
3.7 Organization operation policy/Organization mandate	

3.8 Internal and external communication policy.	
3.9 Organization operation policy/Organization mandate	