

**Human Rights Research and Advocacy Consortium (HRRAC)**

**RFP No: HRRAC/RFP/2024/002**

**Request for Proposal (RFP)**

**For the Impact Evaluation of the Project:**

**Strengthening Social Cohesion by Consolidating Traditional Dispute Resolution Mechanisms and Empowering Women and Girls in Helmand Province**

**Issued on: July 01, 2024**

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**Closing on: July 15, 2024**

### **About HRRAC:**

Human Rights Research and Advocacy Consortium (HRRAC) founded in 2006, is an independent Afghan non-governmental organization engaged in research, advocacy and capacity-building in the areas of women's and children’s human rights, health, education, access to justice, and public participation. HRRAC is a unique platform that brings together national and international organizations committed to advocating with and on behalf of Afghans for the protection and respect of human rights in Afghanistan.  HRRAC is a women-led and women focused organization and places women and girls at the heart of its work and seeks to address women’s rights directly by changing relationships of power between women and men through advocating for laws and policies that advance women’s rights that enables them to participate effectively in decision-making.

## **Introduction**

HRRAC invites qualified firms and consultants to submit a quotation for conducting a comprehensive impact evaluation of the project titled "Strengthening Social Cohesion by Consolidating Traditional Dispute Resolution Mechanisms and Empowering Women and Girls in Helmand Province." The project is implemented in Nawzad, Lashkargah, Nahr e Siraj, Marjah, Sangin, and Nad e Ali districts of Helmand province.

The goal of the evaluation is to assess the effectiveness, outcomes, sustainability, and overall impact of the project activities on social cohesion and women's empowerment in the target communities.

HRRAC looks forward to receiving your proposals and collaborating on this important evaluation to enhance the impact of our work in Helmand Province.

### **Background**

The project aims to promote social cohesion and empower women and girls in Helmand Province through the following key activities:

* Consolidation of community-based dispute resolution mechanisms.
* Enhancing the participation of women and girls in social life.
* Raising awareness about human and women’s rights.
* Supporting livelihood opportunities for women and girls.

### **Objectives of the Impact Evaluation**

The impact evaluation will address the following objectives:

**Relevance:** Evaluate the alignment of the project objectives with the needs and priorities of the target communities.

**Effectiveness:** Assess the extent to which the project has achieved its stated outcomes and outputs.

**Efficiency:** Determine the efficiency of resource utilization in relation to the achieved outcomes.

**Impact:** Measure the changes in social cohesion and women's empowerment resulting from the project.

**Sustainability:** Assess the likelihood of continued benefits and the capacity of local structures to sustain the project outcomes.

## **Scope of Work**

The impact evaluation will cover the following aspects:

### **Relevance**

* Analysis of the alignment of project goals with community needs.
* Assessment of the context and challenges in Helmand Province that the project aimed to address.

### **Effectiveness**

* Evaluation of the achievement of project objectives and outcomes.
* Assessment of the effectiveness of the strategies and approaches used.
* Measurement of the changes in social cohesion and women's empowerment.

### **Efficiency**

* Analysis of resource utilization and cost-effectiveness of project activities.
* Comparison of actual outputs and outcomes with planned results.

### **Impact**

* Measurement of the long-term benefits and changes in the target communities.
* Identification of any unintended consequences of the project activities.

### **Sustainability**

* Evaluation of the capacity of local structures to sustain the project outcomes.
* Assessment of the likelihood of continued benefits after project completion.

### **Methodology**

The consultant is expected to propose a robust and comprehensive evaluation methodology that may include, but is not limited to:

**Desk Review:**

* Review of project documents, reports, and relevant literature.

**Key Informant Interviews (KIIs):**

* Conduct interviews with project stakeholders, including HRRAC staff, community leaders, local authorities, and beneficiaries.

**Focus Group Discussions (FGDs):**

* Organize FGDs with different groups of community members to gather qualitative data on project outcomes and impacts.

**Surveys:**

* Design and administer structured surveys to collect quantitative data on project outcomes and community changes.

**Field Visits:**

* Conduct field visits to project sites to observe activities and impacts firsthand.

**Case Studies:**

* Develop case studies to highlight specific successes, challenges, and lessons learned.

**Data Analysis:**

* Analyze quantitative and qualitative data using appropriate statistical and thematic analysis methods.

### **Deliverables**

**1. Inception Report:**

* Detailed methodology and work plan.
* Evaluation tools and data collection instruments.
* Timeline for the evaluation activities.

**2. Draft Evaluation Report:**

* Preliminary findings, analysis, and recommendations.
* Feedback from HRRAC to be incorporated into the final report.

**3. Final Evaluation Report:**

* Comprehensive report including executive summary, methodology, findings, conclusions, and recommendations.
* Appendices with detailed data and analysis.

**4. Presentation of Findings:**

* PowerPoint presentation summarizing key findings and recommendations.
* Presentation to HRRAC staff and stakeholders.

### **Timeline**

The impact evaluation will follow the timeline below:

|  |  |
| --- | --- |
| **Project Timeline Dates** | |
| RFP Release Date | July 1st, 2024 |
| Quotations Due | July 15th, 2024 |
| Selection of Consultant/firm | July 20th, 2024 |
| Inception Report Submission | August 05th, 2024 |
| Field Data Collection | August 10th, 2024 |
| Draft Report Submission | August 15th, 2024 |
| Final Report Submission | August 20th, 2024 |
| Presentation of Findings | August 25th, 2024 |

### **Budget**

Applicants are required to submit a detailed budget with a cost breakdown for the impact evaluation, including:

* Professional fees for the evaluation team.
* Travel and accommodation expenses.
* Costs for data collection, including enumerators and survey tools.
* Any other related expenses.

### **Submission Guidelines**

Interested consultants/firms are requested to submit the following documents:

**Technical Proposal:**

* Detailed methodology and work plan.
* Team composition and roles.
* Timeline for the evaluation activities.

**Financial Proposal:**

* Detailed budget with cost breakdown.
* Justification for the proposed budget.

**Supporting Documents:**

* CVs of the lead evaluator and team members.
* Sample of previous work relevant to this assignment if available.

### **Evaluation Criteria**

Quotations will be evaluated based on the following criteria:

**Technical Proposal (40%):**

* Understanding of the project and evaluation objectives.
* Appropriateness of the proposed methodology.
* Feasibility of the work plan and timeline.

**Financial Proposal (30%):**

* Cost-effectiveness and justification of the budget.
* Overall value for money (VfM).

**Relevant Experience and Qualifications (30%):**

* Experience in conducting similar evaluations.
* Expertise in social cohesion and women's empowerment.
* Qualifications and experience of the evaluation team.

### **Qualification Requirements**

* Proven experience in conducting impact evaluations of similar projects in conflict-affected settings.
* Knowledge and expertise in social cohesion and women's empowerment.
* Experience with qualitative and quantitative research methods.
* Familiarity with the local context in Helmand Province.
* Strong analytical and report writing skills.
* Ability to work in challenging and insecure environments.

**Terms and Conditions for the bid winner/participants**

1. Payment will be made after complete delivery of the required deliverables.
2. Quotations should be valid for the entirety of the agreement.
3. The consultant/firm is responsible for the quality of the work.
4. 2% Tax will be applicable on the firms that have valid business license and 7% Tax will be applicable on the consultants who do not have business license, will be deducted from the consultant as a withholding tax and HRRAC will pay that amount to Ministry of Finance, the amount starts from (1 AFN).
5. HRRAC adheres to National and International laws on child labour. HRRAC makes sure all its companies and vendor abide by such laws preventing child labour in all HRRAC activities countrywide.
6. HRRAC has a zero-tolerance policy on sexual exploitation, abuse and harassment, which is defined and described in the policy document “HRRAC policy on preventing and handling sexual exploitation, abuse and harassment”.

### **Offer Submission Information**

**Your offer should be submitted as below with the below information:**

1. Your offer should be submitted in the HRRAC office reception in Kabul or Helmand province.
2. Mark the envelope as: **HRRAC/RFP/2024/002**- Design and Printing of Manual.
3. The envelope should be properly marked with the bidder’s company name, date, and time of submission, RFQ reference number and items description.
4. Your offer should be clear, legible, in English language preferably.
5. Your offer should be submitted in your company letter head and/or duly stamped and signed.
6. Price should be quoted in Afghani (AFN) and United States Dollars (USD.
7. Your offer should be provided the Unit Price per item and total price in USD and Unit Price per item and total price in AFN.
8. Your offer should provide Unit price and total price per item at the requested delivery place.
9. Make sure your arithmetic calculations are correct; Changes after the tender closing date will not be acceptable.
10. Specifications for each item – confirmation to comply with the required specifications as per the specifications. If not, state clearly.
11. Confirmation to agree to accept the terms & conditions as per this RFQ.

Your offer must remain valid for 150 days from the date of submission of the quotation, before which a contract/order, if placed, should be accepted by you.

All costs of submission of bids and the samples shall be borne by the bidders only.

### **Payment Terms:**

The payment shall be made as per HRRAC standard payment terms, which is within 10 days from the date of receipt of the goods or services, the payment shall be made by wire to the official bank account of the consultant/firm (preferable) or by cheque to the authorized representative of the firm, with all supporting documents in order. The invoice should indicate the Description of the services, total quantity of delivered items and the total amount to be paid in AFN/USD.

Please clearly specify in your offer if your payment terms are different from the HRRAC payment terms.

### **Submission of Guidelines:**

Please submit your quotations and any inquiries to:

Contact Person’s Name: Hakim Ullah

Position: Admin/Finance Manager HRRAC

Address: House # 12, Lane 4E, Street # 13, Wazir Akbar Khan, Kabul-Afghanistan.

Email: [procurement@hrrac.af](mailto:procurement@hrrac.af).

Phone Number: 020 2311 826

The deadline for submission is July 15, 2024 / 04:00 PM Local Time (Kabul, Afghanistan time) at the e-mail address provided below. Please reference this **RFQ No: HRRAC/RFP/2024/002** as the email subject.

### **Questions and Clarifications**

Any questions/clarifications should be submitted by email to (info@hrrac.af) or asked by phone on 020 2311 826, before July 15, 2024.

**Please Mark:**

1. **Declaration of Undertaking**

***(On firm/consultants’ letter head)***

Declaration of Undertaking

**For the attention of**

Human Rights Research and Advocacy Consortium (HRRAC),

House No 12, Street 13, Wazir Akbar Khan, Kabul, Afghanistan.

Subject: Declaration of Undertaking

Supply Name: ***Impact Evaluation of the Project:***

***Strengthening Social Cohesion by Consolidating Traditional Dispute Resolution Mechanisms and Empowering Women and Girls in Helmand Province***.

We the undersigned,

**(*Name, and address of the consultant/firm)***

hereby declare that.

In order to emphasize the importance of a free, fair, and competitive awarding procedure that prevents abuse, this company has not offered or granted any unlawful advantages, either directly or indirectly, to any persons in connection with this bid, nor will it offer or grant any such incentives or rewards during the current awarding procedure or, in the event of an award, during the subsequent execution of the Agreement.

We will advise our staff of their separate responsibilities and their commitment to meeting this self-imposed task.

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the capacity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ duly authorized to sign Tenders for and on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Consultant/firm stamp and or signature)***