



CARE International in Afghanistan
REQUEST FOR PROPOSAL (RFP) درخواست برای پروپوزل/پیشنهاد

RFP #: شماره درخواست :
 Date: 24 Jun 2021 2021 تاریخ :
 To: به :
 Address: Kabul Afghanistan آدرس :
 Phone: شماره تلفون :
 E-Mail:

Please provide your most competitive proposal for the requirements below and ensure your proposal complies with the terms and conditions stipulated as well. لطفا نازلترین پیشنهاد خود را برای موارد ذیل ارایه نموده و مطمئن سیازید که پیشنهاد شما با شرایط و مقررات مندرج مطابقت دارد

Proposal Submission Deadline – Date & Time: 10 July 2021, 3:30 PM

Delivery Address of Request for Proposal: آدرس محل سپردن پیشنهاد:

CARE Afghanistan Procurement Unit
 House# 242, St. # 1, Charahi Haji Yaqoob
 District 10, Kabul
 Afghanistan

شماره اجناس/اقلام	Description of Service شرح خدمات	Price قیمت	Total Price (AFN) قیمت مجموعی (افغانی)	Delivery Date & Time تاریخ و زمان عرضه
1	Environmental Mitigation and Monitoring Assessment as per attached ToR	Please send your financial and Technical Proposals separately		
Total				

Validity Period of Your Proposal – 60 Days or Longer:

مدت اعتبار پیشنهاد شما – ۶۰ روز یا بیشتر

A) STANDARD TERMS & CONDITIONS: شرایط و ضوابط معیاری

Please read the following terms and conditions carefully before submitting your proposal: لطفا قبل از سپردن پیشنهادتان شرایط و ضوابط زیر را مطالعه نمایید

- 01) Delivery location of the services: Kabul, Khost Ghazni and Balkh provinces - محل ارایه/تحویلی; ولایت کابل- خدمات
- 02) Prompt delivery will be a consideration during the evaluation of your proposal; ارایه سریع در جریان ارزیابی; پیشنهادتان در نظر گرفته خواهد شد.
- 03) Your quotation must list the price of each item separately; در نرخ پیشنهادی شما باید قیمت هر چیز جداگانه نوشته شده باشد
- 04) Your proposal must be submitted as per specification above. پیشنهاد شما باید بر اساس مشخصات بالا ارایه شود

05) Your proposal must be submitted on the official letterhead of the proposer or if the proposer uses the RFP template, you must sign and apply a company stamp to your submission

پیشنهاد شما باید در مکتوب رسمی تان ارائه شود یا اگر فارم RFP را بکار می برید باید آنرا امضا نموده مهر/تایه کمپنی تانرا درج کنید.

06) The Proposer's company name, address and word "Proposal" must be written on quotation envelope; بالای پاکت نرخنامه باید نام و آدرس کمپنی و کلمه (پروپوزل) نوشته شود

07) The cost and technical proposals must be separated into two different envelopes and placed within a single envelope per 05) above. پیشنهاد های نرخ و تخنیکی باید در پاکت های جداگانه با رعایت ماده پنجم ارائه شود.

08) Method of Delivery: The method of deliver is indicated below: شیوه عرضه: شیوه عرضه در ذیل ذکر شده است:

_____: Your proposal must be delivered to the address above. Either to the guard at the gate or directly to the Procurement Unit; پیشنهاد تان باید به آدرس بالا سپرده شود. یا برای گارد دروازه و یا مستقیما برای بخش خریداری

09) The purchase order/contract will be awarded to the Proposer whose proposal has been determined to be substantially responsive in terms of lowest price technically acceptable, delivery time, payment method and warranty; سفارش خرید/قرار داد به پیشنهاد کننده ای اعطا خواهد شد که پیشنهاد وی اساسا مطابق به نیاز بوده از لحاظ کمترین قیمت; و از نظر فنی، زمان تحویل، روش پرداخت و ضمانت پاسخگو و قابل قبول باشد.

10) You may only provide one proposal; شما فقط یک پیشنهاد ارائه کرده می توانید

11) Your proposal must be an original, a not copy; پیشنهاد شما باید اصل باشد نه کاپی

12) CARE reserves the right to award all or a portion of the RFP to a Proposer. By submitting a proposal, the Proposer agrees to accept and supply only portion if awarded;

پاملرنه این حق را برای خود محفوظ می دارد که تمام یا بخشی از RFP را برای یک پیشنهاد کننده اعطا نماید. در صورتیکه پیشنهاد کننده انتخاب شود به فراهم ساختن فقط بخشی از مواد موافقه می کند.

13) Your proposal is your best and final offer. CARE will not entertain any changes in price after award;

پیشنهاد شما بهترین و آفر نهایی تان می باشد. پاملرنه هیچ تغییری را در نرخ بعد از انتخاب قراردادی نمی پذیرد

14) By submitting your proposal, you certify that your prices will remain valid for the duration of the contract; با ارائه پیشنهاد تان شما تصدیق می کنید که نرخ های شما در طول مدت قرارداد قابل اعتبار می باشد.

15) CARE reserves the right to require the winning Proposer to deposit 3% to 5% of the total contracted amount as a security deposit; پاملرنه این حق را برای خود محفوظ می دارد که پیشنهاد دهنده برنده ۳٪ تا ۵٪ پول مجموعی قرار داد را به طور ضمانت به نهاد بسپارد.

16) A proposal from a Proposer will not be considered unless the Proposer has a valid and current business license or can show proof from the host government that the Proposer has submitted a request for the business license to be renewed. A copy of either **MUST** be submitted with the proposal; پیشنهاد مورد اعتبار; نخواهد بود مگر اینکه پیشنهاد کننده جواز معتبر کار ارائه نماید یا اینکه مدرکی/اثباتی از اداره رذیربط دولتی نشان دهد که وی درخواست تمدید جواز را ارائه نموده است. کاپی این اسناد باید همراه با پیشنهاد ارائه شود.

17) The Proposer must sign and return with the proposal a completed Declaration of Eligibility form attached to this RFP; امضا نموده و ارائه نماید RFP پیشنهاد کننده باید فورم تکمیل شده تصدیقنامه شایستگی را ضمیمه

18) After evaluation, only winning Proposer will be formally notified. بعد از بررسی صرف به پیشنهاد کننده برنده رسما اطلاع داده خواهد شد.

شرایط و ضوابط متمم (هرکاه قابل تطبیق): B) SUPPLEMENTARY TERMS & CONDITIONS (If applicable): (باشد)

1) Term of Reference is attached

Failure to comply with the standard and if applicable, supplementary terms and conditions of this Request for Proposal (RFP) may result in the disqualification of your quotation.

ناکامی در مطابقت با معیارهای شرایط و ضوابط این درخواست برای پیشنهاد (RFP) ممکن به سلب اعتبار پیشنهاد شما بیانجامد.



C) STANDARD PAYMENT TERMS: شرایط معیاری پرداخت

1) The payment for services will be done upon delivery to the designated location, certification that services have met the terms of the purchase order/contract and submission of a correct invoice; پرداخت پول خدمات پس از تحویلی به محل تعیین شده، تصدیق اینکه خدمات مطابق به شرایط آفر خریداری/قرارداد و ارایه بل درست صورت خواهد گرفت.

2) CARE will not pay a deposit or any form of advance payment to the Proposer; پاملرنه هیچ گونه پول را به گونه پیش پرداخت برای پیشنهاد کننده نخواهد پرداخت.

3) Based on the host government withholding tax law, CARE will withhold 2% from a Proposer with a business license and 7% from a Proposer with an expired business license and can show proof from the host government that the Proposer has submitted a request for the business license to be renewed; به اساس قانون مالیات بر عایدات دولت میزبان پاملرنه ۲٪ پول پیشنهاد کننده دارای جواز و ۷٪ پول پیشنهاد کننده که جوازش منقضی شده باشد و بتواند مدرکی/اثباتی از کشور میزبان نشان دهد که وی درخواست تمدید جواز را ارایه نموده است را وضع می کند.

4) CARE reserves the right to reduce or delay payment to the Proposer in the event that any of the contractual terms are not met in full. پاملرنه این حق را برای خود محفوظ می دارد که در صورت عدم مطابقت کامل با شرایط قرارداد پرداخت پول برای پیشنهاد کننده را کاهش داده یا به تعویق اندازد

امضاء	تصدیق توسط Verifying by	نام Name	وظیفه Title	امضاء و تاریخ Signatures & Date
	افسر درخواست دهنده Requesting Officer	M. Naeem Arbab	Procurement Advisor	
	افسر تصدیق کننده Certifying Officer	Hamidullah Maroof	Acting Procurement & Log Manager	

تاریخ موثر فورم: Form Effective Date: 16 February 2021

CARE AFGHANSTAN
DECLARATION OF ELIGIBILITY FORM **فورم اظهارنامه شایستگی**

Name & Address of Company: نام و آدرس کمپنی:

I, the undersigned (Name of Representative and Title) (نام و سمت نماینده) امضا کننده در آخر صفحه

Declare that the following conditions are applicable to us; اظهار نمایید که شرایط ذیل در مورد ما صدق می کند;

- 1) We are registered companies; ما کمپنی های ثبت و راجستر شده هستیم;
- 2) We are not bankrupt or in the process of going bankrupt; ما ورشکسته یا در حال ورشکستگی نیستیم;
- 3) We have not been convicted for an offense concerning professional conduct; ما به جرمی در رابطه با رفتار حرفه ای محکوم نشده ایم.
- 4) We have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify); ما مرتکب سوء رفتار حرفه ای نشده ایم (به هر طریقی که مقامات قراردادی توجیه کرده بتوانند).
- 5) We have fulfilled obligations related to payment of any applicable local taxes; ما تعهدات خود را در رابطه به پرداخت هر نوع مالیات قابل اجرای محلی انجام داده ایم.
- 6) We are not guilty of serious misinterpretation in supplying information; ما در ارائه معلومات به سوء تعبیر جدی محکوم نمی باشیم.
- 7) We are not in situation of conflict of interest (with prior relationship to project or family or business relationship to parties on Commission); ما در شرایط تضاد منافع قرار نداریم (با داشتن رابطه قبلی با پروژه یا رابطه فامیلی یا تجاری با طرف های کمیسیون).
- 8) We were not declared as serious fault of implementation owing to a breach of their contractual obligations; ما به عنوان خطا کار جدی در اجرا به دلیل نقض تعهدات قراردادی اعلام نشده ایم.
- 9) We do not employ personnel below the legal working age; ما کارمندان خود را پایینتر از سن قانونی کار استخدام نمی کنیم.
- 10) We provide basic social rights and fair working conditions to our employees; ما به کارمندان خود حقوق اساسی اجتماعی و شرایط مناسب کاری را فراهم می سازیم.
- 11) We are not on any list of sanctioned parties issued by the United States Government, United Nations and European Union. نام ما در هیچ لیست تحریم شده گان از جانب حکومت ایالات متحده، ملل متحد و اتحادیه اروپا قرار ندارد.

Signature: _____ امضاء

Date: _____ تاریخ

Witness: _____ شاهد

Name: _____ اسم

Title: _____ موقف

Signature: _____ امضاء

Date: _____ تاريخ

Form Effective Date: 16 February 2021 تاريخ قابل اجرا بودن فارم:



STATEMENT OF WORK (ToR)
FOR
ENVIRONMENTAL MITIGATION AND MONITORING ASSESSMENT

Project Name: Livelihood Advancement for Marginalized populations (LAMP)

Duration of services: 35 Days

1. CARE AFGHANISTAN

CARE Afghanistan is part of the global CARE International organization helping poor people in 94 countries around the world to support over 1000 poverty-fighting development and humanitarian aid projects. CARE is an independent, non-political and impartial aid organization that works around the globe to save lives, defeat poverty, and achieve social justice. CARE has been operational in Afghanistan since 1961 and is currently implementing projects directly in 9 target provinces. CARE Afghanistan currently works through its three main programs (Education, Resilience, Health Equity and Rights Program).

2. PROJECT DESCRIPTION

CARE is currently implementing a four years USAID funded project called “Livelihood Advancement of Marginalized Populations – LAMP” under the Afghanistan Jobs Creation Program – AJCP. Through LAMP project, CARE and its partner organization will create job opportunities and address the constraints to marginalized populations -Internally Displaced People (IDP), returnees, women, and youth - from securing jobs and business opportunities.

Unemployment and underemployment is a pervasive problem across Afghanistan that is fuelled by decades of conflict. In urban centres around the country, there tend to be many more employment and business opportunities, which support the livelihoods of a vast portion of population. However, unemployment/underemployment are at their worst in many of those same urban, especially for marginalized segments of population. It is those marginalized segments of population that LAMP project will focus upon.

LAMP project aims to demonstrate a range of approaches to enable marginalized groups to sustain livelihoods, whilst also stimulating economic growth and private sector development in Kabul District 5, 13, 14 and 16, in Ghazni city, Dehdadi & Nahre Shahi Districts in Balkh and in Khost city. Project has put systems and structures in place that are currently continuing supporting livelihood needs when project ends and that can be replicated in other urban centers as well.

LAMP has established a Livelihood Support Committee (LSC) in each urban center, comprised of government officials and local leaders, as a cornerstone for livelihood support during and beyond implementation. LSCs will develop working relationships with area business leaders to ultimately lead to beneficiary job placement.

3. PROJECT ACTIVITIES SUMMARY

Component 1: Greenhouse/High Value Vegetable: The project will develop and adapt Producer Group (PG) training and support guidelines to standardize the approach toward establishing effective, sustainable vegetable PGs. This component will be implemented by establishing greenhouse PGs to support members to manage small 2-3-person greenhouse structures for vegetable production, kitchen garden PGs to support member use of kitchen low-tunnel gardens for vegetable production, with an overall target of 700 beneficiaries. The Greenhouse irrigation system is regulated by the power of the solar system, which directs water from the source (water pool, tube wells) to the tanks that is based above the water tank stand which has 4-meter height, and when the water tank is full of water, water can easily flow to greenhouses drip irrigation system and the plants are irrigated. The solar power system installed for each established Greenhouse site and the number of solar panels is different due to the amount of water requirement for greenhouses or the number of greenhouses. A key criterion for the selection of these 2 agricultural production activities is that they require less land than most on-farm production activities, knowing that IDP and Returnee populations have very limited access to land. This in itself reduces the area of land required by project participants.

Component 2: Livestock & Poultry Production: The project will identify key opportunities and constraints along livestock and poultry value chains and work with targeted stakeholders to improve access, participation, and profitability along each value chain. Livestock and poultry value chains have high impact potential for women and youth in Afghanistan. Like proposed veggie production approaches, these agricultural activities do not demand large tracts of land and are therefore appropriate for IDP returnees and host communities. Land to support livestock and poultry activities will demand even less land (each poultry coop requires 3 sq. meters) and livestock can be kept close to living structures. It is assumed that beneficiaries will secure their own land.

Component 3: Vocational Training and jobs/Business Development: The project will incorporate the results of market and labor assessments along prioritized value chains to identify potential employment opportunities and vocational training skills needs in each of the four target urban centers. Assessments will identify the largest sources of wage employment along the value chains in each area, such as factories, construction, and others to incorporate appropriate and market relevant skills building into the vocational training curriculum. And,

assessments will identify and promote non- farm business development opportunities based on local goods and service demands.

Component 4: School to Work transition support: Conduct youth needs assessment to better understand felt constraints and needs for support to compete for and successfully obtain sustainable jobs and viable business opportunities within local economy. Develop working relationship between LAMP LSCs and targeted local business leaders to set up potential internships, apprenticeships and priority positions for participants in the Life Skills program.

PURPOSE OF THE MID-TERM REVIEW: The purpose of the assessment is to review and assess the environment mitigation measures implemented by the project and to measure what practices and its management applied. This assessment will explore that what safety standards and Personal Protective Equipment (PPE) such as greenhouses establishment & operation, practices for vegetable production & waste management and poultry production, poultry health management and disposal of manure were applied.

4. KEY QUESTIONS FOR THE REVIEW:

The assessment will inform and answer these key questions and provide clear recommendation for the upcoming interventions as follows:

1. What practices were applied for Greenhouse vegetable & poultry productions and how the project was able to manage and dispose the waste?
2. What practices the project were adhered on soil fertility management, how they applied and storage manure & fertilizers inputs?
3. Which irrigation practices (e.g. avoid over-watering and run-off) were applied by the project?
4. What practices or measure were considered while installing and management of the panels?
5. What capacity building trainings and personal protective equipment for safe use pesticides were provided?
6. How the project was managed the agrochemical inputs such as fertilizers and pesticides?
7. What health and safety standards were applied during vocational and other training?

5. METHODOLOGY

The consultancy firm is required to develop a comprehensive data collection methodology to collect both quantitative and qualitative data from the targeted population. Contractor is expected to propose appropriate methods of data collection and analysis to answer the key questions stated in the above. A simple size and other statistical approach for data collection and analysis will be considered based on the project technical team recommendation. The proposed methodology developed by the consultancy firm will be review and approve by LAMP's M&E team and Program Quality Unit.

6. SCOPE OF WORK

The relevant consultancy firms/companies will be required to lead on the following task in close consultation with LAMP's M&E team and Program Quality Unit. The assessment will conduct in the four target provinces including; Kabul City (Sub-district, 14, 13, 16 and 5), Ghazni City, Khost City and targeted districts of Balkh (Nahr Shahi and Dehdadi). The following activities are supposed to be completed by the consultancy firm:

- Develop a detail work plan for the environmental mitigation assessment;
- Hold inception meeting with LAMP project team and conduct a desk review of key relevant documents;
- Submit the assessment methodology including data collection tools for both qualitative and quantitative, a clear plan for data collection and data analysis approach with CARE/LAMP for review and feedback;
- Provide an orientation to the field enumerators/assessors in terms of using and piloting the assessment tools;
- Conduct interviews with key stakeholders introduced by the project;
- Follow up on the field data collection process and provide support to enumerators team upon necessity;
- Assess the capacity of implementing partners and provide training to ensure that standardized methodology and application of the tools are fully understood by all;
- Implement and supervise field data collection and data entry and ensure LAMP M&E unit about resolving problems in the field;
- Analyze and synthesize data; and prepare report related to the assessment objectives;
- Prepare presentation to illustrate initial findings and outcomes;

- Submit all data collected from the field, the analysis and draft report to CARE/LAMP for review and feedback; and
- Incorporate, compile and submit final report for the approval.

7. CARE AFGHANISTAN ROLES AND RESPONSIBILITIES

- Support the relevant consultancy firm/company in accessing relevant documents from CARE/LAMP.
- Support the relevant consultancy firm/company in planning and arrangement of meetings with various internal and external stakeholders; and
- Support the relevant consultancy firm/company to the extent possible to have access to the targeted study locations, communities.

8. KEY DELIVERABLES

- Submit inception report
- Develop methodology of the study including data collection methods, data collection tools, proposed analysis, work plan and outline of the study report;
- Draft environment assessment report, data, and Power point presentation. There is no limitation in length of report;
- Finalize and incorporate feedback from CARE/LAMP, donor and other stakeholder.

9. INDICATIVE LIST OF DOCUMENTS FOR REVIEW

- LAMP Technical Approach ;
- Environmental Mitigation & Monitoring Plan (EMMP)
- Initial Environmental Examination (IEE)
- Environmental Review Form (ERF)

10. TIME-FRAME

The consultancy firm will be required to undertake the exercise within a period of 24 working days spread over 35 calendar days after signing of the agreement. The timetable is as follow:

Task	# of working days needed	Start date	End date
Develop methodology and submit to CARE	3		

Collect and analyse available secondary data related to project objectives.	1		
Revise methodology and make field work arrangements.	1		
Conduct field work in targeted project locations.	10		
Prepare draft Environmental assessment report and submit to CARE /LAMP and stakeholders for comments	7		
Make presentation on key findings to CARE and the donor agency.	1		
Incorporate comments and submit the final report along with all tools and datasets to CARE/LAMP	1		
Total days	24		

11. QUALIFICATIONS AND EXPERIENCE OF THE CONSULTANCY FIRM/COMPANY/CONSULTANT¹

- Minimum of three years' experience in conducting different studies such as project evaluations and Environmental assessment in Afghanistan;
- Completion of at least one similar Environmental Mitigation assessment;
- Two years working experience with donor agencies, especially USAID;
- Have a qualified and diverse M&E and research team being involved in the relevant studies.

12. CONFIDENTIALITY

CARE International policy will be applied.

13. EXPRESSION OF INTEREST

Expression of interest is requested from suitably qualified and experienced consultancy firms addressing the following:

- Detail proposal that outlining of proposed review methodology to complete the assessment;
- Brief team structure;
- Response to the criteria as set in the "Qualifications and experience of the consultancy firm / company";
- Total expected budget in US Dollars for accomplishment of the assignment;

¹ Each criteria point carries equal scores.

- Examples of at least one similar report (environmental assessment) or study produced in English;
- Details of one professional referee for similar study (environmental assessment, etc.);
- A detailed proposal containing CVs that demonstrating all relevant individuals' qualifications and background.

Expressions of interest that do not cover these requirements will not be considered.