



TENDER DOSSIER

Request for Proposals for Third-party Project Monitoring & Evaluation of JPF Funded Projects in Afghanistan

**Tender Reference:
JPF-AFG-20-005**

September 2020

A - INSTRUCTIONS TO BIDDERS

In submitting a tender, the bidder accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever his own conditions of sale may be, which hereby waives.

Bidders are expected to examine carefully and comply with all instructions, forms, provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

No account can be taken of any reservation in the tender as regards the tender dossier; any reservation will result in the immediate rejection of the tender without further evaluation.

Tender procedures will be conducted by authorized Japan Platform personnel and the decision will be given by the tender committee. If requested, representatives from the back donor or partner organizations can attend to the tender committee as an observer.

1. Preamble:

The Japan Platform (hereinafter referred to as "JPF") is an international emergency humanitarian aid organization which offers the most effective and prompt emergency aid in response to global developments, focusing on issues of refugees and natural disasters. JPF conducts such aid through a tripartite cooperation system where NGOs, business communities, and the government of Japan work in close cooperation, based on equal partnership, and making the most of the respective sectors' characteristics and resources.

JPF serves as an intermediary support organization providing various types of assistance to member NGOs in Japan to deliver quick and comprehensive aid on their own. JPF has supported aid activities of 44 member NGOs, each with its own set of diverse strengths. It has delivered humanitarian assistance to 47 nations and regions about 1,200 project, with a total financial contribution of 40 billion yen. JPF has built a strong reputation based on trust by promoting cooperation among private sectors and NGOs and by accurately reporting all of its activities. Please find attached JPF Information Leaflet as Annex 1. More information on JPF can be found at <http://www.japanplatform.org/E/>.

2. Purpose of the Request for Proposals

The purpose of this request for proposals (RFP) is to solicit competitive offers for the provision of Third-party project monitoring and final evaluation services for four JPF projects which are being funded by JPF and implemented by member NGOs in Afghanistan.

JPF seeks to contract a TPM entity to accurately capture information, monitor activities and analyse data on these project activities. In particular, this Third-party project monitoring and evaluation will be an essential quality assurance activity in Afghanistan where JPF and the member NGOs have no access to. JPF will use the outcome of this monitoring and evaluation to improve the current and future projects and programme. The evaluation reports will be made available to the public as part of JPF's activity to ensure accountability to donors and the general public.

The main objectives of the monitoring exercise are:

- To assess progress to date against the project implementation plan and targets specified in log frames;
- To identify issues and problems at real time, and generate recommendations and

- potential solutions to facilitate the project implementation;
- To generate an understanding of the extent to which the Core Humanitarian Standard (CHS) is applied and identify opportunities for improvement.

The main objectives of final evaluation* are:

- To verify and measure actual outputs and if possible outcomes of the project with the available data;
- To understand the beneficiary's satisfaction;
- To determine the value of project implementations with all above identification of actual measurements and beneficiary's satisfaction ;
- To verify that the humanitarian principles and standards including but not limited to CHS are respected;
- To document above achievements and challenges and reports to donors and the general public;
- To provide feedback to the future project and programme improvements for both JPF and member NGOs.

*The midterm evaluation planned for project 2 basically covers the main objectives mentioned for the final evaluation, however, since the project is not ended, remaining that are not observed at the time of midterm evaluation (project outcomes, impact and recommendations) would be made at the time of the final evaluation which intended to be small-scale compared to the final evaluation planned for other projects.

3. Scope of Services

This RFP encompasses the Third-party project monitoring and evaluation of ongoing four projects as part of JPF accountability and learning initiatives for quality improvement. Brief summary of each project and project-specific evaluation and monitoring scopes can be found in Annex 2. Below outlines expected work performed by the selected contractor:

3.1 Project 1:

(Outside of the scope of this RFP, real-time review of the project will be conducted by JPF toward the middle of project implementation period, around October 2020)

Summative evaluation at the time of project completion (around March 2021)

3.2 Project 2:

Mid-term evaluation (around October 2020)

Final verification* at the time of project completion (around March 2021)

*To cross-check the completion of unconfirmed activities from the Mid-term evaluation and project outcomes, impact are observed and recommendations made. The given arrangement for project 2 intended to make the final verification less cumbersome at the time of project completion.

3.3 Project 3:

Real-time monitoring toward middle of project implementation (around November 2020)

Summative evaluation at the time of project completion (around March 2021)

3.4 Project 4 :

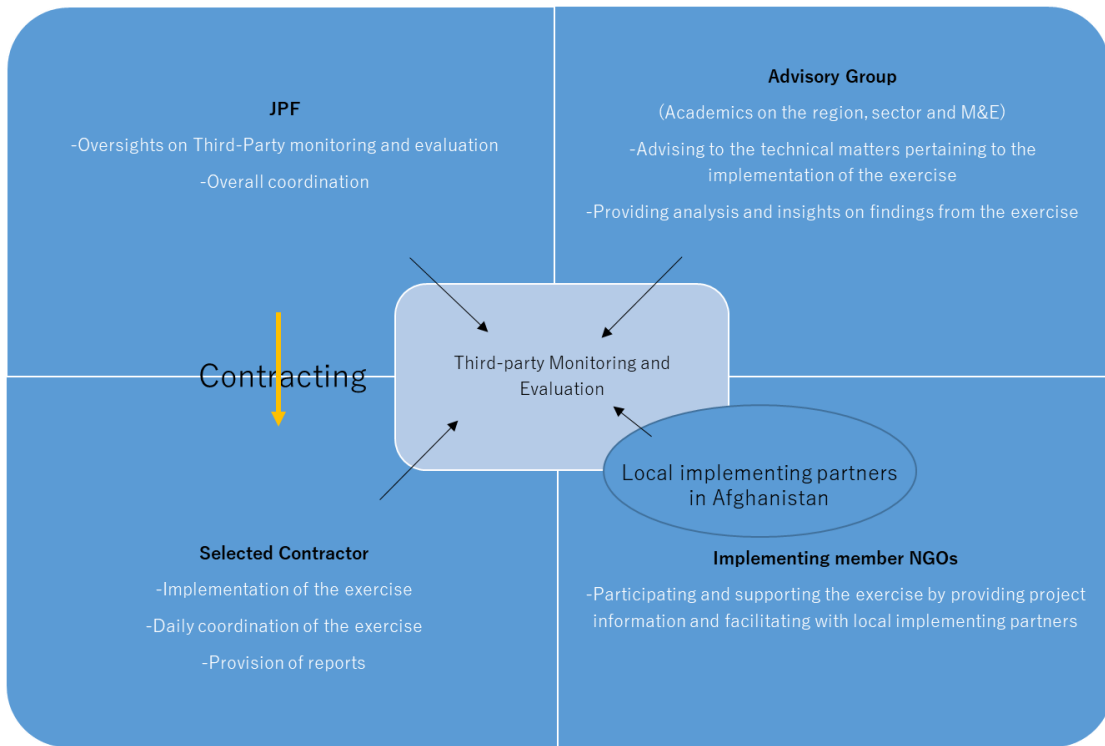
(Outside of the scope of this RFP, real-time review of the project will be conducted by JPF toward the middle of project implementation, around November 2020)

Summative evaluation at the time of project completion (around March 2021)

Prior to the start of data collection for evaluation and monitoring activities, the selected contractor will closely collaborate with JPF to develop tools, field visit protocols, data presentation and reporting formats. JPF will provide the contractor with relevant documentation, including projects proposals and monthly reports. The member NGOs will provide more project specific documents pertaining to the monitoring and evaluation exercise. Key project documents are in English, however, inherently some of documents are Japanese and the selected contractor are expected to use google translation and triangulation technique to confirm contents. All documentation shared with the contractor is considered confidential and a data protection protocol will be signed as part of the contract.

Neither JPF nor member NGOs have access to the project sites in Afghanistan due to restrictions associated with the Japanese government funding. Therefore, the projects subjected to this Third-party monitoring and evaluation are implemented by local implementing partners/local offices and remotely managed by the members NGOs. Ahead of starting data collection in the field, the selected contractor will be introduced to the local implementing partners/local offices. While the member NGOs will facilitate the communication with the partners/offices, day-to-day coordination pertaining to data-collection and field visits will be performed by the selected contractor. The selected contractor will report directly to JPF and during the course of the field level data collection, the contractor is expected to provide JPF with timely feedback, notably in instances where immediate attention or action is required. In addition, an advisory group, constitutes two to three academics with expertise in Afghanistan, project thematic, and M&E, will be reference points and essential part of the third-party monitoring and evaluation. The selected contractors are also required to have these three parties (Advisory Group, Local Implementing Partners, Member NGOs) informed with progress and acquired comments to incorporate into milestone deliverables.

Implementing Structure of the Third-party Monitoring and Evaluation



In evaluation the projects, The criteria of value used for this monitoring and evaluation is CHS and therefore it is essential that the selected contractor possesses a good understanding of this standard and past experience in conducting monitoring and evaluating using CHS. Moreover, the selected contractor is expected to have the capacity of conducting evaluation and monitoring activities specified below;

- Beneficiary surveys to measure project outcomes, through tools such as Post Distribution Satisfaction, Coping Strategy Index, Food Consumption Score and household visits
- Project Site visits and verification of project activities
- Individual Observations of the surveyor
- Key Informant Interview
- Focus Group Discussions

Given the outbreak of COVID-19 worldwide which Afghanistan is no exception from, the successful contractor is expected to undertake above evaluation and monitoring activities with only essential moves in conformity of do-no-harm principal and where possible, to adapt alternative means of factual identification such as telephone interviews and use of local agents. In order to assess the competency and consideration of the individuals and institutions submitting proposals with this regards, this RFP is requiring a submission of one to two-page plan of free format stating organization policy toward preventive measure toward COVID-19 together with the RFQ. The plan should inform the approach to the data collection and any other information deemed necessary to demonstrate the ability to conduct data collection with much consideration on COVID-19 outbreak in general.

The financial proposal for this call for proposal should not go over 65,000 USD.

4. Expected Activities and Deliverables

For all tasks, specific tools and templates will be developed and agreed to between JPF and the contractor following signing of the contract. It is expected that the reports provided by the contractor will adhere to the agreed upon templates. For all remaining tasks, general approaches will be developed and agreed to between JPF and the contractor, upon signing of the contract.

The selected contractor is expected to perform below activities:

- To organize an inception meeting with JPF, project implementation NGOs and advisory group to discuss the details of the evaluation and monitoring objectives, targets, data processing and analyzing, allocated team and reporting;
- To provide an inception report with a detailed work plan including data collection tools and methodology, proposed schedule of site visits and sample beneficiary and key informant selection strategy and list of data to be collected;
- To implement the agreed work plan;
- To submit periodic updates with reference to agreed work plan;
- To provide debrief to local implementing partners/local offices on preliminary findings;
- To submit final evaluation and monitoring reports including raw-data and visuals collected per project as well as a bridge report with cross-cutting findings across programme, and recommendations for JPF as per the agreed format;
- To organise a debriefing meeting and present details, findings and recommendations of the exercise to JPF, project implementation NGOs and the advisory group.

In the face of outbreak of COVID-19 worldwide, all discussions will be undertaken online, however, if situation permits by the time, debriefing of the evaluation in Tokyo with presence of JPF, relevant NGO representatives and advisory group will be organised in late March or early April. The selected contractor is required to physically attend the debriefing in Tokyo and also present the overall picture, details findings and recommendations from the exercise. This debriefing in Tokyo may be changed to an online webinar, should the COVID-19 outbreak be not contained by the time and therefore financial proposal required a separate column with regards to the cost pertaining to travel to Tokyo.

5. Call for Tenders Schedule

	DATE	TIME*
Tender publication date	1 September 2020	
Deadline for request for any clarifications from JPF	4 September 2020	17:00
Last date on which clarifications are issued by JPF	8 September 2020	17:00
Deadline for submission of tenders (receiving date, not sending date)	23 September 2020	17:00
Notification of award to the successful tenderer	28 September 2020	
Signature of the contract	2 October 2020	

* All times are in the local time of Tokyo, Japan.

6. Questions and Clarifications

If JPF, either on its own initiative or in response to a request from a prospective bidder, provides additional information on the tender dossier, such information will be communicated simultaneously in writing to all the bidders.

Bidders may submit questions in writing to the following address by email before the deadline for request for any clarifications, specifying the tender reference number.

Contact Person:

Name / Surname	Title	E-Mail Address
-	Project Evaluation department	procurement@japanplatform.org

Any explanation or amendment to be made regarding the tender dossier shall also be shared with all applicants simultaneously. Bilateral negotiations will not be held with the institutions applying during the tender.

7. Meeting with the Institutions / Company Visits

No clarification or bilateral meeting will be held with the entities applying during the tender. Company visits will not be conducted. However a meeting will be held with the winning entity prior to the signing of the contract.

8. Eligibility Documents Required for the Bidders

Participation in tendering is open on equal terms to all natural and legal persons or companies or firms that can provide the required documents by this tender. If the required document is in another language than English then an English translated copy should be provided along with the original.

- 8.1. The document stating that the bidder has been operating in this sector subject to the tender.
- 8.2. Valid company registration documents including licences obtained from the relevant governmental institution.
- 8.3. Submission of the most recent original and valid tax documents
- 8.4. Providing address declaration for notifications (phone, fax and e-mail address information). Please indicate if you have an office in Afghanistan.
- 8.5. Signature declaration or list of authorized signatures indicating that they are authorized to submit bids;
- 8.6. Indicating and/or providing permission to work at the project locations by authorities.
- 8.7. Organizational Profile Document providing detailed information on the capacity of the organization and services provided (such as previous and ongoing works, registration

details, establishment year, number of offices, full/part time staff, experts, surveyors, relevant experiences and etc.)

- 8.8. Details of any ongoing or past activity of your organization in Afghanistan along with organization and contact person for reference check (Demonstrating past experience in conducting monitoring and evaluation using CHS is strong assert).
- 8.9. Written commitment to not carry any of the "reasons for exclusion from the tender" under clause 21 of the tender dossier
- 8.10. Technical Proposals should include;
 - 8.10.1. Monitoring and Evaluation targets for field visits, household survey, focus group discussion and key informant interviews should be indicated separately per project
 - 8.10.2. Monitoring and Evaluation design, methodology and proposed targets
 - 8.10.3. Monitoring and Evaluation Implementation Work and Time Plan
 - 8.10.4. Safety (in terms of general safety as well as preventive measures for COVID-19) and Security Policy and Procedures that will be applied
 - 8.10.5. Confidentiality and Data Protection Policy and Procedures that will be applied
 - 8.10.6. Information on the data collection tool and methodology of how the data analyzed
 - 8.10.7. Provide the list of personnel who will be assigned to contract, detailing the tasks of each and provide CVs with at least one reference for listed key personnel. At least 50 percent of field monitors must be female and in the evaluation of bids gender equality in the project team will be recognized. JPF reserves rights to terminate the contract if proven any of information provided misrepresented.
 - 8.10.8. Sample questionnaire and report (please remove all related information to make it anonymous)
 - 8.10.9. Indicating the deliverables
- 8.11. Financial Proposal should include;
 - 8.11.1. Financial proposal should indicate the quotations separately per project.
 - 8.11.2. Financial proposal should indicate the charge pertaining to travel to Tokyo for debriefing separately
 - 8.11.3. Must include all the tax and costs
 - 8.11.4. Must include payment conditions

9. Bidding format and content

Bid proposal should consist of separate sub-folders as administrative documents, technical and financial proposals.

Bidding Documents should be in the same sequence as listed in clause 8. All the documents should be scanned and submitted via e-mail or a link should be provided to be downloaded. Documents listed below should be part of the bidding proposal;

- Indicating that the tender dossier is fully read and accepted,
- The price quoted must be clearly written in accordance with the numbers and the written text,
- There shall not be any scratches, erosion or correction on the documents
- If the bidder is a real person, the name and surname of the bidder, if a legal entity, then the trade name must be fully written and shall be signed by the authorized persons.

The tender reference number JPF-AFG-20-005 must be specified on the e-mail and on the file names.

Bidders who bid as a joint venture must sign bids by all partners or by persons authorized to bid.

In the tender letters who will bid as a consortium, the price that the consortium partners offer for the parts of the business that require their expertise will be written separately. The sum of the prices that the consortium partners offer shall constitute the consortium's total bid price.

All the bid letters submitted by the joint venture must be signed by all partners or by the representatives of the partners.

Proposals which are not in conformity with any of them or which have scrapes, erosions or corrections on them shall be rejected and shall not be considered as submitted at all.

10. Submission of Proposals

Interested Consultants/Companies/Organizations shall provide a proposal along with the information and documents listed under Clause 8, until **17:00 (pm), 23th of September 2020**. The documents shall be in PDF format and signed by the authorized person. All the documents shall be in a zipped file and shall be send to the following e-mail address;

	Name / Surname	Department	E-Mail Address
1.	-	Project Evaluation Department	procurement@japanplatform.org

11. Period of validity

The validity period of the tenders shall be at least 60 calendar days from the date of procurement. The bids which has shorter period of validity will not be taken into account.

In case of need, the Contracting Authority will make a request for extension of the validity period of the bid for a maximum of 30 days. The tenderer may accept or reject this request of the Contracting Authority. Requests and answers in this regard shall be made in writing.

Successful bidder must ensure the validity of the bid for the following 60 days from being notified of the entitlement to the contract. Regardless of the date of notification, 60 days are added to the first 60 days.

12. Currency of tenders

The amounts quoted in the offers given by the companies are required to be written in American Dollar - USD.

13. Language of offers and procedure

The proposals and all other related documents shall be the scanned version of the original document and shall be written in English. If the original document language is other than English than the translation of the document will be accepted along with the original.

14. Alteration or withdrawal of tenders

Bidders may not alter or withdraw their tenders after submission.

15. Costs of preparing tenders

Tender dossier is free. All costs incurred during the preparation and submission of the tender offer shall be borne by the bidder. No reimbursement will be made for any charges regardless of the result.

16. Evaluation - Location, Date and Hour of the Tender Opening and Examination:

JPF will evaluate incoming bids on the following conditions.

Date: Sep. 2020 Reference No: JPF-AFG-20-005

- The conformity of the required documents
- Quality of technical proposal – weights 60%
- Financial Offer –weighs 40%

17. Notification award and contract signature

The successful bidder is informed in writing and the contract is signed within 10 (ten) calendar days. A visit to the company and a meeting will be conducted prior to the signing of the contract. Firms that are not selected as the result of the evaluation are informed in writing within 15 (fifteen) working days. If the successful bidder does not sign the contract, the second best bidder is informed in writing by the tender committee and a contract is signed within 10 (ten) calendar days.

18. Ownership of tenders

JPF is obliged to keep the procurement proposals collected as a result of this tender for future audits.

19. Type of Contract

The contract will be drafted to include bid proposal specifications and tender requirements.

20. Cancellation of the tender procedure

In the event of a tender procedure's cancellation, bidders will be notified by JPF.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
2. The economic or technical parameters of the project have been fundamentally altered;
3. Exceptional circumstances or force majeure render normal performance of the TPM impossible;
4. All technically compliant tenders exceed the financial resources available;
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.

Under no circumstances JPF will be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a tender. The publication of a procurement notice does not commit JPF to implement the announced programme or project.

21. Reasons for disqualification from the tender

Tenderers in the following cases shall be excluded from the tender if they are found to be:

- 21.1. Those who are bankrupt, in liquidation, whose work is carried out by the court, declare concordat, suspend their business or are in a similar situation according to the legislative provisions in their home country,
- 21.2. Proven by the employer that there were activities in violation of business or professional ethics during the course of business with the organizations within five (5) years prior to the date of procurement.
- 21.3. As of the date of the procurement, if the bidder's membership/licence is cancelled from the chamber which the bidder had to registered in accordance with the legislation.
- 21.4. Bidders that has failed to provide the documents, or gives incomplete or misleading information and/or falsified documents that are requested by this tender dossier.

22. Prohibited Acts or Behaviors

The following acts or actions are prohibited during the tender;

- 22.1. To commit or attempt to commit mischief, fraud, promises, threats, to influence, to exploit for one's interest, to make deal, extortion, bribery or other means of breach
- 22.2. Acts to influence other bidder's willingness to attend tender, prevent their participation to tender, make or offer deals to other bidders and to engage in acts to influence fair competition or tender decision.
- 22.3. To arrange, use or attempt to falsify documents or fraudulent collateral.
- 22.4. To give more than one proposal, either directly or indirectly, in person or by proxy, on behalf of himself or other

23. Ethical Considerations

- 23.1. The monitoring and evaluation activities should not contradict ethical principles. The selected TPM entity should take all reasonable steps to ensure that the M&E activities are designed and conducted within the framework of Do no Harm principle to respect and protect the safety, rights and welfare of the people.
- 23.2. Consent should be taken from all participants of M&E data collection activities and all data gathered should be kept confidential. Ownership of all data, information, and findings gathered through different M&E activities lies with the contracting authority (JPF).
- 23.3. The TPM entity should adhere to principles and policies of the member NGOs, a special attention should be given to Child Protection principles, Child Safeguarding Policy and gender policy.

24. List Annexes

- Annex 1_JPF_Info_Sheet
- Annex_2 Project Summary 1-4