

REQUEST FOR PROPOSAL

DACAAR RFP 01 PRF-67/1713-02/VET5.4/01.2018

Date: February 01, 2018

Consultancy Firm to provide ICT based MIS Development Services

DACAAR invites interested parties (**National & International Consultants**) to submit their sealed proposals for provision of "ICT based MIS Development Service to TAALIM Project" with details specified below.

Please submit your sealed proposals to DACAAR Main Office in (Taimani Project, Qala-e-Fathullah, Street No. 12, Kabul Province). The final offer submission deadline shall be Feb 12, 2018 before 04:00 P.M local time.

The offers will be opened on February 13, 2018 at 10:00 AM in DACAAR Main, (Taimani Project, Qala-e-Fathullah, Street No. 12, Kabul Province) and the bid winner will be notified shortly after the opening session.

BACKGROUND: Employable Skills and appropriate linkage platforms are the key driving forces for socio-economic development of any country. Currently, Afghanistan is not only facing a severe shortage of employable skilled work-force but also the linkages between employer and potential employee. Large sections of the less-educated, semi-skilled workforce have little or no platform to link to opportunities at their own locations, making them largely unemployable and migrant.

DACAAR (Danish Committee for Aid to Afghan Refugees) is a non-political, non-governmental, non-profit humanitarian/development organization working to improve the lives of the Afghan people since 1984. DACAAR, is lead for ICT initiative in the TAALIM (TVET Actions for Alternative Livelihood to Irregular Migrants) Project Consortium Lead by DRC (Danish Refugee Council) and partnered with AKF-A (Aga Khan Foundation - Afghanistan) and MC (Mercy Corps). **This project is financially supported by European Union.**

The Overall Objective of the Project is to promote inclusive (re)integration of returnees, IDPs and potential migrants in communities which are highly susceptible to migration or which experience high return rates. And Specific Objective is that IDPs, returnees and potential migrants, in particular youth, have enhanced market driven skills and knowledge for improved employability, income generation and resilience.

PURPOSE: The TAALIM Consortium is committed to Sustainable Reintegration and Alternatives to Irregular Migration of vulnerable Afghans through TVET (Technical and Vocational Education and Trainings). The deliverables under this assignment will play a catalyst role in linking employable skills to employment and unemployment to self-employment. It is intended that this will provide a unique employer-employee linking platform, with various necessary add-on facilities & services as mentioned below under AVI - Framework Required.

DACAAR is therefore, inviting proposals from qualified ICT Consultant/s to develop a comprehensive interactive Employment Management System (iEMS) to support effective processing, storage, employee/er management, e-learning, e-library, links and sharing of information to wide range of users (All Stakeholders, TVET Graduates and Employers). The details of the job and required deliverables are mentioned below, the broad purposes are...

1. Developing an interactive Web portal for TVET Graduates under the project, wherein the system should be capable of the following...
 - a. Record all the database of TVET Graduates.

- b. Record Database of Potential employers (Logging in Facility).
- c. Facilitate TVET Graduates to log-in and restricted updating Bio-data, and applying.
- d. Facilitating employers to post employment opportunities and shortlist candidates (with restrictions) and sending information.
- e. Facilitate other stakeholders to get key MIS on impact of this system like, hit rate, employer employee linkage report, Report on employment/self-employment etc.
- f. Facilitate TVET Graduate with refresher course, e-learning (Static) through e-library of resources.
- g. Facilitate Linkage to various informative resources like micro finance, business processes, legal compliances etc.
- h. Facilitate TVET Graduate to directly apply for any advertised position, SMS facilities.
- i. Alumni section for Graduates.
- j. Possibilities of integration with MoLSAMD e-MIS System.

The consultant will be developing systems only and all the resources and information will be provided by the Lead, TAALIM consortium and other Project stakeholders.

Activities and Deliverables:

1) Desk Review

- a. Context of Afghanistan, Technology Available vis-a-vis Technology applicable considering...
 - Internet users & usages - Practicability.
 - Use of Mobile technologies for information dissemination.
 - Educational level of TVET Graduates.

2) Coordination and Review

- a. Review of the proposed system of e-MIS and develop a framework of the system.
- b. Share & Present Framework to Consortium & MoLSAMD to get final feedbacks.
- c. Finalize the Framework after incorporating possible feasible feedbacks.

3) Developing Methodology and Tools.

- a. Develop a methodology for Input, Process & Output, for various deliverables through system.
- b. Propose and get consensus on Technologies & tools (Soft and Hard) and methodology to use, considering the context of Afghanistan.

4) Presentation & Training to Consortium & Stakeholders.

- a. Facilitating (non-financial) dissemination workshop on the system developed.
- b. Developing simple user manual (in English).
- c. Developing Technical Manual in detail.
- d. Training to key staff on the system developed.

5) Documentation & Report writing

- a. Developing simple user manual (in English).
- b. Developing Technical Manual in detail.
- c. Handing over all the links, database, codes, passwords, links, licenses and signatures.
 **Note: All the legal contracting with internal or external service providers will be done by DACAAR C/o TAALIM Consortium.

Time Frame: Up to 100 working days (50 days in country, and 50 days remotely, Subject to discussion)

Start Date: Feb 15th, 2018; **End date:** July 10, 2018

Tentative Milestones (from 15th Feb 2018 till July.10th 2018 "+/- 15 Days")

- a. By 25th Feb : Review of Context and Revised Methodology Submission. (point 1 & 2)
- b. By 5th March : Collecting feedback from various stakeholders. (as per point 2)
- c. By 20th March : Submission of Final Framework for discussion.
- d. By 30th March : Representing Final Framework/System Structure.
- e. By 10th April : Development of System & interactive interfaces for Testing, with data.
- f. By 30th April : System is ready to handover.
- g. By May : Dissemination and Training Workshop for 2-3 days. (as per point 4)
- h. Throughout June: System testing under progress and Technical support for updating/ issues.
- i. By 10th July : Delivery of final reports and systems (as per point 5) .

Consultant will Report to: Head of Technical Unit, DACAAR and Manager TAALIM Project.

The consultant will work closely with: Consortium Coordinator, Consortium Program Focal Points and MoLSAMD Representative/s.

Key selection criteria for consultancy company/individual consultants (applicable for tender only)

- a) CVs of dedicated staff for the project (at least one dedicated person)
- b) Demonstrated experience of similar assignments and similar contexts.

Timelines:

- a. Technical Bid consisting of...
 1. Consultant/Organizational Profile.
 2. Consultant/Organizational Legal details.
 3. 02-03 page notes on understanding of assignment.
 4. Flow-chart of Proposed System & Framework.
 5. Proposed location of external service provider (Web-hosting service provider - WSP).
 6. Technical Terms and Conditions.
- b. Financial Bid, in Total consisting of...
 1. Cost of the System (Soft components.).
 2. Cost of the Licensing, Space and Hosting.
 3. Cost of Dedicated Human Resources.
 4. Cost of Travels and subsistence.
 5. Any other clause/ assistance needed from contracting organization.

Costs:

Costs covering materials, transportation, food and accommodation will be paid by DACAAR on actual basis.

Payment:

Payment will be made batch wise by the completion of assignment through DACAAR Main Office as follows;

- 10% on the submission methodology, plan and approval
- 25% on the submission of final framework approval

- 25% on approved system after testing
- 40% on final delivery and handover

How to apply:

DACAAR invites the RFP (Request for Proposal) from relevant qualified and interested National & International consultancy group (s), civil society organization, Individual National consultants having an association with other experts who are interested to submit their bid as a team and have capacity, competence and eligibility to participate in this bidding process.

Interested National & International consultants firms should submit a proposal to DACAAR briefly outlining:

- The consultancy should be a team comprising of three or two people with the required background and to be fit with the present TOR. Consultants should send their CVs to DACAAR.
- Proposed work-plan, and methodology.
- Detailed budget - Fixed Price per item.
- The budget must include travel costs and DSA. Accommodation in the DACAAR's field offices / guesthouses and transportation will be provided by DACAAR.
- The final decision on the consultancy assignment & experts proposed there-in, will be communicated within one (1) week of the date of submission.

Submission Procedures:

Please submit your sealed proposals to DACAAR Main Office in (Taimani Project, Qala-e-Fathullah, Street No. 12, Kabul Province).

For questions and clarifications, please contact Mr. Muhibrahman Fayez, SSED Manager at muhibrahman@dacaar.org. Applications sent directly to this address will not be entertained.

Taxes:

Please note that withhold tax is deductible for contacts valuing over 1 AFN or (equivalent in USD). This can be 2% for those with a valid business licence or 7% for those without, or with invalid business licence, companies/ consultancies from abroad as per the Tax laws of the Islamic Republic of Afghanistan.

Child Labour:

DACAAR (Logistics Unit) adheres to National and International laws on child labour. DACAAR makes sure all its suppliers and vendor abide by such laws preventing child labour in all DACAAR activities countrywide.

Humanitarian Organizations:

The Humanitarian Organizations (HO) may conduct on- site visit in the contractor's premises (or may take similar measures) to ensure compliance.

Award of the contract:

Award of contract will be based on the quality, price, capacity & potentiality of the bidders which will be decided after evaluation of the company. DACAAR reserves the right to make the decision of awarding contract.

Penalty:

In case of delay without logical reasons in Performance of Contract 0.5% of total cost will be charged as penalty for each official day of delay.

For more details, please visit DACAAR Logistics Unit Main Office Kabul, Sunday through Thursday, from 8:00AM to 03:00PM. Or contact on below Email Addresses:

jamal@dacaar.org OR shaker@dacaar.org

Sincerely Yours,

Head of Logistics Unit

Date: Feb 01, 2018

A handwritten signature in blue ink, consisting of several loops and a long vertical stroke, positioned to the right of the typed name and date.