

## Request for Proposal (RFP)

*Development of web-based M&E system for NAC's program/projects routine data collection and information management*

<b>Assignment</b>	Developing web-based M&E system for NAC's program/projects routine data collection and information management
<b>Deadline for Submission of Proposal</b>	30 <sup>th</sup> June 2021 at 4.00 PM Kabul, Afghanistan
<b>Manner of Submission</b>	Physical delivery or electronic submission of proposal  <b>Address for Proposal Submission:</b> <b>Office Address:</b> Kabul, Nawai Watt, Street 3, House 294, Shahr-e-Naw Tel: +93 0790 698204  <b>Submission Email:</b> <a href="mailto:procurement@nacaf.org">procurement@nacaf.org</a>
<b>Language of Proposal</b>	English
<b>Budget (Maximum)</b>	USD 16,000
<b>Proposal Validity Period</b>	120 days after the deadline for submission of proposals
<b>Focal Points</b>	Requests for clarification should be addressed to focal points below:  <b>Mustafa Himmati</b> - Head of Knowledge Management Contact address: <a href="mailto:mustafa.himmati@nacaf.org">mustafa.himmati@nacaf.org</a>  <b>Zarif Niazy</b> - National M&E Coordinator Contact address: <a href="mailto:monitoring@nacaf.org">monitoring@nacaf.org</a>

### 1. Overview

The Norwegian Afghanistan Committee (NAC) seek for a national company/consultancy to develop a fully dynamic **Web-Based Monitoring and Evaluation System** for the routine data collection and management of information for its program/projects as described in this request for proposal.

### 2. Background

*NAC Vision: NAC shall contribute to a peaceful Afghanistan, free from poverty, where rural communities are empowered and resilient, valuing equality and diversity.*

The Norwegian Afghanistan Committee (NAC) is a member-based solidarity organization with the long-term program goal of reducing poverty in rural Afghanistan.

NAC has, since 1980, worked towards this goal together with the Afghan people. What started out as a grassroots movement in Norway, has grown to become a professional and humanitarian development organization working in some of the most challenging and insecure provinces of Afghanistan. NAC currently works in 9 provinces and has offices in Badakhshan, Faryab, Ghazni, Kapisa, Khost, Nangarhar and Paktia, with the country office located in Kabul. NAC has more than 300 national staff across Afghanistan, 2 international staff based in the country office in Kabul, and 4

staff working in the Head Office in Oslo. Volunteers organized through the Board of Directors and Program Committee are involved in supporting and monitoring programs in Afghanistan.

After 40 years' presence and development interventions in Afghanistan, and in light of the protracted security, political, economic and health crises, as well as the global development and humanitarian agenda, including the UN Sustainable Development Goals, it is important to reassess: NAC's added value; the impact of its programs and the extent to which these programs respond to the needs of local communities and the Afghan development agenda; the relevance of NACs approach to development; and NAC's comparative advantage as a development partner to national and sub-national governance structures, civil society and local communities.

### **VALUES AND PRINCIPLES OF THE NAC**

NAC is a member-based solidarity organization doing long-term development and humanitarian work in rural Afghanistan. For NAC, solidarity embodies the values of equality, inclusivity, friendship, and respect. NAC remains committed to the Afghan people, regardless of which government is in place.

**Independence:** NAC's work is not dictated by political, religious, or commercial actors or interests.

**Integrity:** NAC has zero tolerance for corruption.

**Accountability:** NAC is accountable towards its members, donors, project partners and communities.

**Alignment with human rights and international development agendas:** All NAC programs, projects and initiatives are aligned with the UN Sustainable Development Goals, UN conventions and resolutions, and Afghan national strategies and priority plans.

### **3. NAC Programs in Afghanistan**

The current NAC Empowering Rural Afghanistan (ERA) program has four components: (1) Dialogue and Conflict Transformation; (2) Education; (3) Health, and (4) Food Security & Natural Resource Management, with disaster risk reduction, gender and human rights as cross cutting. The ERA program is a long-term and the largest program in the NAC's development program portfolio in Afghanistan and builds on the learnings and results of three phases of the Integrated Rural Development Programs between 2012-2018. All other NAC programs are aligned with one or more components of the ERA Program.

The main objective of the consultant is to develop a web-based M&E system compliant to the requirements of the aforementioned components and subject to the various humanitarian and development projects' output and performance indicators.

### **4. Scope of Work/Duties and responsibilities**

Under the overall guidance of NAC Representatives, and under the direct supervision of the department of Knowledge Management and the department of Monitoring and Evaluation of NAC, the selected company will implement the following tasks:

**Objective 1: Develop the web-based M&E system for NAC’s routine data collection and information management**

Tasks:

- 1.1 Draft and submit the work plan with the time lines and responsible persons;
- 1.2 Conduct working meetings with NAC’s head of Knowledge Management and head of M&E to identify the entry points for establishing the web-based M&E system;
- 1.3 Review and develop NAC’s current M&E tools, practices, and system based on NAC’s program/projects;
- 1.4 Develop the offline outline of the web-based M&E system in consultation with NAC’s Knowledge Management and M&E units.
- 1.5 Develop fully web-based M&E system for NAC to provide the day-to-day monitoring of the NAC’s implementation, collect the data of surveys and assessments of the program/projects, track NAC’s progress on achieving its results and providing reporting.

The system must include but not limited to the following characteristics:

- The system should be accessed from anywhere using any device (PC, laptop, tablets or mobile) having internet access;
  - The system should be linked with the recent data collection software (e.g. Kobo, Survey CTO, ODK Collect, ...);
  - The system should be multilingual that supports English, Dari, and Pashtu languages;
  - The data should be available at a centralized location and can be accessed by authorized users from anywhere;
  - Authorized users should be able to generate dynamic reports by using filters and queries to extract relevant data in different kinds of formats for generating reports (Word, Excel, PDF, Email, Printer);
  - Authorized users should be able to generate reports in form of graphs and charts;
  - The system should have fully dynamic dashboards with advanced graphical depictions;
  - System administrator should be able to add users and allocate user rights for accessing features and data;
  - System administrator should be able to block and unblock users;
- 1.6 Provide post launch technical support to maintain the M&E web-based system under the regular oversight and supervision.

**Objective 2: Provide capacity building for NAC staff in M&E system application and management**

Tasks:

- 2.1 Conduct a series of capacity building training for NAC staff in application and management of the developed web-based M&E system;
- 2.2 Pilot the web-based M&E system with engagement of NAC’s Knowledge Management and M&E departments, document results, and provide guidance on maintenance of the system;
- 2.3 Make all required changes, if any, after pilot phase of the functioning of the M&E system
- 2.4 Provide final report for the implemented work and data generated by web-based M&E system.

**5. Tasks, deliverables and deadlines**

#	Deliverables	Percentage of Total Price	Price (Lump Sum, All inclusive)	Delivery time/time period (if applicable)
1	<b>Deliverable 1.</b> Submitted workplan in consultation with NAC	30%		Mid July 2021
2	<b>Deliverable 2.</b> Submitted the off-line outline of the M&E System			End of July 2021

3	<b>Deliverable 3.</b> Developed and finalized web-based M&E system tailored to NAC program/projects	30%		End of August 2021
4	<b>Deliverable 4.</b> Conducted capacity building training for NAC's M&E team in application and management of the web-based M&E system			Mid-September 2021
5	<b>Deliverable 5.</b> Piloted the web-based M&E System with engagement of NAC's Knowledge Management and M&E departments, shared results, and suggested plan for improvement if required			Mid-September 2021
6	<b>Deliverable 7.</b> Submitted Final Report of the conducted work, including overview of the results, quality of functioning and data generated by the web-based M&E System	40%		End of October 2021
	Total	100%	USD	

## 6. Inputs

NAC will provide the contractor with key background materials, including the NAC M&E framework, and other related tools and documents.

## 7. Proposal Evaluation Criteria

### 7.1 Preliminary Evaluation Criteria

The preliminary evaluation is done to determine whether the efforts meet the administrative requirements of the RFP. The proposals are checked for compliance of the following requirements:

- Offer is signed by an authorized party, including Power of Attorney if stipulated;
- The offer is valid;
- The offer is complete and eligible;
- The offer is submitted by a company/consultancy officially registered in the Ministry of Economics;
- The offer is submitted within the deadline.

### 7.2 Secondary Evaluation Criteria

- The company/consultancy must have a well-developed framework through which to deliver its vision and strategy and ensure effective business processes (Organizational charter and other supporting documents need to be attached to this proposal);
- The company/consultancy must have demonstrated knowledge and specialization on monitoring, evaluation, reporting and in required IT technologies;
- The company/consultancy must have demonstrated Quality Assurance Procedures and Mitigation Measures. (Please submit relevant documents demonstrating this);
- The company/consultancy must have proven experience in delivering similar services (Working experience with INGOs will be preferred). Reference letter on at least two relevant projects implemented in the past three years;



- The company/consultancy must submit an efficient and realistic work plan corresponding to the needs/specifics and actions stipulated in the ToR;
- The company/consultancy must demonstrate assignment of professional experts that are qualified to the implementation of the given tasks in this ToR. The CVs of relevant personnel (Team leader, IT specialist, M&E expert, ...) must be attached to this proposal.

The company/consultancy must submit a technical proposal (**Annex 01**) to determine its responsiveness and compliancy with the requirement specified in this ToR along with a financial proposal (**Annex 02**) comprising a total price with detailed price breakdown. The proposal will be selected based on the cumulative analysis of both.