



**Islamic Republic of Afghanistan  
Administrative Office of the President  
National Procurement Authority**

اداره تدارکات ملی

**REQUEST FOR EXPRESSIONS OF INTEREST  
(CONSULTING SERVICES – FIRMS SELECTION)**

**Country:** Islamic Republic of Afghanistan

**Assignment Title:** Consulting Services for Targeting the Ultra Poor Program (TUP) in 7 districts of two provinces (Nangarhar & Parwan)

**Duration of Assignment:** 24 months

**Implementing Agency:** Microfinance Investment Support Facility for Afghanistan (MISFA)

**Duty Station:** Nangarhar & Parwan

**Contract Type:** Lump Sum

**Reference No:** NPA/MISFA/97/CS-2123/FBS

**1. Background**

The Islamic Republic of Afghanistan has received a grant from the International Development Association (IDA) administered by the World Bank to implement the Access to Finance Project. The project will be implemented by two implementing entities namely the Microfinance Investment Support Facility for Afghanistan (MISFA) for Component one and the Ministry of Finance for Component two. Under component one, MISFA intends to apply part of the proceeds of the grant towards the “Targeting the Ultra Poor” sub-component for activities in 7 districts (across 2 provinces) which will reach 2,850 households (1,750 households in Nangarhar, i.e. Lot 1, and 1,100 households in Parwan, i.e. Lot 2), representing an estimated 19,950 household members. For this, MISFA intends to hire Implementing Partners/NGOs for 2 provincial contract packages (Lot-1 and Lot-2 to serve as Implementing Partners (IP) as per the table included at the bottom of this document.

**2. Objectives of the Assignment**

The TUP Program provides beneficiaries with a package of inputs over a two year period, including the transfer of productive assets, treatment and vaccination services for the productive assets, trainings, subsistence support, and basic health care awareness. The aim of the program is to graduate ultra poor households out of safety net programs to income earning activities as well as linking them with microfinance programs. As a result, income within the household groups is expected to increase in addition to overall wellbeing such as health and increased awareness to access social justice and confidence. The impact of this investment has been estimated with a range of scenarios. Through TUP, MISFA hopes to bring economic and social changes in ultra poor households, and assist ultra poor households in getting access to mainstream development programs, thus creating aspirations within the severely disadvantaged group of population. The end objective of the TUP program is to successfully graduate the beneficiary and enable them to link with financial Institutions.

### 3. Scope of the services

The TUP program will focus only on ultra-poor households identified through strict selection criteria and targeting mechanisms, who will benefit from a package of support, including access to financial services, to allow them to develop sustainable income generating activities. The aim is to sustainably “graduate” the ultra-poor from a safety net program to income-generating activities and eventually linking them with microfinance programs and/or savings groups. In order to ensure that the graduation is sustainable, the program will (i) provide households with a two-year package of assets/inputs and subsistence support; (ii) build their capacity to improve their incomes and achieve financial literacy; (iii) facilitate access to basic health care through community-based health workers; and (iv) link them to existing savings groups and microfinance institutions for access to financial services where feasible (as per the indicative figure below - please refer to the Operations Manual for a detailed description of the Afghanistan TUP program).

For further information on the scope of the services, you can access the ToR under the above mentioned assignment title and reference number on the website:

[www.npa.gov.af](http://www.npa.gov.af)

### 4. Qualification Requirements/Short listing Criteria

National Procurement Authority on behalf of Microfinance Investment Support Facility for Afghanistan (MISFA), now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the services described under paragraph 3 above. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

#### The short listing criteria are:

- a) Annual turnover for any of the last three years (2015, 2016 and 2017) should not be less than or equivalent to **USD 1,000,000 (One million US Dollar)**.
- b) The consultant shall provide proven experience for a minimum of one contract with the value of **USD 1,000,000 (One million US Dollar)** having executed during last 5 years of similar nature that includes activities related to social mobilization and awareness raising, enterprise development, health-related awareness raising, and livestock provision and rearing, indicating the duration, value and years of performance, which should showcase the expertise/ strength of the consultant for undertaking such assignments. The consultants are required to provide copies of the similar contract.

The Consultant while describing the assignment(s) for similar experience should furnish the following details:

- Consultant should explain in what way the executed assignment(s) was/were similar in nature to the current assignment.
  - The Consultant should explain the exact role played by the Consultant in the assignment if the assignment was carried out in association with other firms as JV or in sub-consultancy for carrying out the assignment.
- c) Consultant having some regional experience is desirable.
  - d) The Consultant, including its associate or associates as applicable, has not been placed under funding restriction by the government, government agencies, or donor agencies in Afghanistan.
  - e) The requirements for Consultants who intends to associate with other firm(s) in the form of a Joint Venture (JV) or Consortium or a sub-consultancy to enhance their qualifications are indicated as under:

- i. The lead partner is required to be identified clearly and state the composition and nature of their association (JV/ sub-consultant) in their EOI.
  - ii. In case of JV, the lead partner shall meet the shortlisting criteria of turnover under (a) above and substantially meet the experience criteria under (b) above (having executed the assignments with contract value indicated therein). The JV partner should also meet the shortlisting criteria under (b) above (having executed the assignments with contract value as 50% of the value indicated therein).
  - iii. In case of Consultant who intends to associate with other firm(s) in the form of a sub-consultancy, the lead partner shall meet the shortlisting criteria of turnover and experience as under (a) & (b) above.
- f) Eligibility requirements in compliance with paragraphs 1.11, 1.12 and 1.13 of the World Bank's *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011, Revised July 2014*. The consultants should also provide a copy of the certification of incorporation/business license and should have been in business for the last 5 years.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011, Revised July 2014*, setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following information on conflict of interest related to this assignment as per paragraph 3.16 and 3.17 of World Bank's Procurement Regulations for IPF Borrowers available at [www.worldbank.org/](http://www.worldbank.org/).

## 5. Method of Selection

A consultant firm will be selected through Fix Budget Selection (**FBS**) in accordance with the procedures set out in the World Bank's Procurement Regulations for IPF Borrowers, Procurement In investment Projects Financing, Goods, Works, Non-Consulting and Consulting Services July 2016.

## 6. Applying for lots:

The NGOs may submit EoIs for both the Lots. Eventually, any NGO will receive only one of the two lots. Detail procedure for selection of NGOs for any lot will be provided in the RFP.

## 7. Submission of EOI

Expressions of interest must be delivered in a written form to the address below (in person, by mail, or by e-mail) by **June 25, 2018 at 14:00 Hours**. (Kabul Local Time). For convenience, the EOIs submitted by the consultants should preferably not exceed 40 pages. And, format for submission of EOI is attached as Annexure-1.

Further information in respect to this REOI can be obtained at the address below by email or in person during office hours [08:00-14:00 Hours].

### **Attention: Najeebullah Wahedi**

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Web site: [www.npa.gov.af](http://www.npa.gov.af)

(The ToR is accessible through link of: [www.npa.gov.af](http://www.npa.gov.af))

**Annexure 1: Format for Expression of Interest**

The expression of interest must be submitted as per the following format:

*{Note: In case documents submitted are in any language other than English, the consultant should submit a self-certified copy of the translated document in English (along with originals).}*

**SECTION 1:** Organization Details (In case the EoI is being submitted as a Joint Venture, the information has to be submitted for the Lead Partner as well as other members of the Joint Venture separately.)

<b>Part 1: Organisation Detail</b>			
I.	Name of the Organization		
II.	Details of the Organization	<ul style="list-style-type: none"> <li>• Address of the Registered Office:</li> <li>• Telephone:</li> <li>• Facsimile:</li> <li>• Website:</li> </ul>	
III.	Information about Organization	<ul style="list-style-type: none"> <li>• Year of Establishment:</li> <li>• Status of the Organization: (Public Ltd./Private Ltd./LLP etc.)</li> </ul>	
IV.	Name and designation of the person authorized	<ul style="list-style-type: none"> <li>• Name</li> <li>• Designation</li> <li>• E-mail</li> <li>• Contact Number</li> </ul>	
V.	Annual Turnover for the last three Financial Years	Financial Year	Annual Turnover (Million USD)
		2014	
		2015	
		2016	
VI.	Number of Personnel		
<b>Part 2</b>		EOI Respondent firm needs to mention its core business areas and any other relevant details / experience in a descriptive format. EOI Respondent firm needs to mention its Technical and managerial capability for executing the scope of services.	
<b>Please provide a response with details in not more than 3 pages</b>			

**SECTION 2: Documents to be submitted**

	Information to be provided	Documentary Evidence to be Provided	Page number as part of Annexure
1	Firm must be registered legal entity and should have been in existence for the last 5 years. Information on their status as a legal entity and submit relevant supporting documents. (In case of JV, it should be met by the lead Partner but need to be submitted for other JV Members/Sub-consultant also)	Copy Certificate of Incorporation issued by relevant authority in country of establishment	
2	a) Annual turnover for any of the last three years (2015, 2016 and 2017) should not be less than or equivalent to USD <b>1,000,000 (One million US Dollar)</b> .	Statutory Auditor's certificate (i.e. FY 2014, FY 2015, FY 2016) that provides the information explicitly as per the specific requirement of the criterion. OR Financials statements duly certified by the Chartered Accountant OR Self-certification by the authorized signatory of the EoI mentioning the Annual Turnover for the last three years supported by financial statements or Annual Auditor Reports (for FY 2014, FY 2015, FY 2016) clearly indicating the annual turnover.  Please note: The annual turnover quoted must be the annual turnover of the EoI Respondent firm/Lead Partner and not its parent/child company	
3	b) The consultant shall provide proven experience for a minimum of one contract with the value of USD <b>1,000,000 (One million US Dollar)</b> having executed during last 5 years of similar nature that includes activities related to social mobilization and awareness raising, enterprise development, health-related awareness raising, and livestock provision and rearing, indicating the duration, value and years of performance, which should showcase the expertise/strength of the consultant for undertaking such assignments. The consultants are required to	Details of the experience should be submitted as per format in <b>Section 3</b> .  Please note: <i>The credentials cited under this must have been executed by the EoI Respondent or the JV partner and not its parent/child company</i>	

	Information to be provided	Documentary Evidence to be Provided	Page number as part of Annexure
	provide copies of the similar contract..		
4	The details of the Consultant's regional experience if any.	List the Contracts executed with details such as contracts number, the client detail, period of the contract, value of the contract, brief about the assignment etc.	
5	Other relevant documents	<p>i. Declaration that the Consultant, including its associate or associates as applicable, has not been placed under funding restriction by the government, government agencies, or donor agencies in Afghanistan.</p> <p>ii. Declaration that the firm that the information furnished in EoI is correct and for any misrepresentation detected at any stage of selection process or during execution of the resultant contract if successful, the firm to be taken up under the Law of the Land.</p>	

**SECTION 3:** Format for furnishing details of Credentials / Past Experiences for projects in undertaking related or similar assignment as at Sl. No. 3 of Section 2. The information need to be furnished as per the Format below for each credential.

The project citation should be a maximum of 2 pages per credential/project along with documents as mentioned under Sl. No. 3 of Section 2 (above). The citation need to be furnished for each credential.

Assignment name:	Country: Location within the country
Name of Client:	Address:
Name of the Legal Entity in whose name the contract is:	Duration of assignment (months):
No. of man month of the assignment:	Start date (Month/year): Completion date (Month/year):
Approx. value of the overall contract (in USD):	Approx. value of the services provided by your firm under the contract (in USD):
Name of associated organizations, if any:	Role of Consortium member:
Narrative description of the Project:	
Detailed Scope of services, coverage of the project: <ul style="list-style-type: none"> <li>Consultant should explain in what way the executed assignment(s) was/were similar in nature to the current assignment</li> </ul>	

<ul style="list-style-type: none"> <li>• <i>The Consultant should explain the exact role played by the Consultant in the assignment if the assignment was carried out in association with other firms as JV or in sub-consultancy for carrying out the assignment.</i></li> <li>• <i>Key-person inputs provided by the Consultant in executing the assignment giving particulars such as qualification and experience of Key staff provided for the assignment (CVs of such key staff are not required to be attached)</i></li> </ul>
Relevance of Project to the current scope (i.e. relevant project components in detail)
Details of the impact of the project for the client:

**SECTION 4:** Format for furnishing details of Credentials / Past Experiences cited under Sl. No. 4 of Section 2. The information need to be furnished as per the Format below for each credential.

The project citation should be a maximum of 2 page per credential/project along with documents as mentioned under Sl. No. 4 of Section 2 (above). The citation need to be furnished for each credential.

Assignment name:	Country: Location within the country
Name of Client:	Address:
Name of the Legal Entity in whose name the contract is:	Duration of assignment (months):
No. of man month of the assignment:	Start date (Month/year): Completion date (Month/year):
Approx. value of the overall contract (in USD):	Approx. value of the services provided by your firm under the contract (in USD):
Name of associated organizations, if any:	Role of Consortium member:
Narrative description of the Project:	
Detailed Scope of services, coverage of the project:	
Relevance of Project to the current scope (i.e. relevant project components in detail)	