



Request for Proposals (RFP)
For Provision of Third-Party Monitoring (TPM) Services in Baghlan province

Issue Date: 19th June 2025
Closing Date: 26th June 2025
RFP Validity: 30 days

RFQ# ORCDG/2025/018

1. Introduction

ORCD Global Inc. is a U.S. based non-governmental, and not-for-profit founded in 2017. ORCDG was registered in the State of California, United States of America (USA) on 05 November 2017 (Registration No: C4076735). Later, it was registered as an international organization in Afghanistan in December 2018 (Registration number 460).

ORCD Global Inc., Muslim Aid's partner in Afghanistan is implementing an integrated Health, WASH and DRR response project aimed at supporting the recovery of disaster affected families as well as those having limited access to health and & WASH services in Doshi district, Baghlan. The Health component activities include establishing a Mobile Health Team (MHT), providing family planning, mother & child health services, ANC & PNC services as well as provision of medicine for beneficiaries receiving services from ORCD's UNFPA-funded project in Baghlan.

In addition, the health facility (i.e., MHT) will be supported with medical and non-medical supplies and medical equipment. The MHT will provide health services in a Service Delivery Point (SDP) and will also use an ambulance (vehicle) to provide services in remote areas.

Under the WASH component, the project is intending to facilitate the provision of clean water to underserved communities through construction of a Water Supply Pipe Scheme with taps. Besides this, the WASH component will include provision of capacity building trainings to the target community in hygiene and basic DRR to train the community members on good hygiene practices, personal and environmental hygiene as well as basic DRR knowledge including practices to consider before, during and after a disaster

2. Scope of Services

The scope of this assignment is to impartially monitor the implementation of health, WASH & DRR capacity building components of the project through observation, document review, field visits, interviews and data collection.

Further details regarding the geographic scope, thematic scope, activity scope and beneficiary scope are provided in the TOR annexed to this RFP. Vendors are requested to carefully read the TOR and acknowledge by signing and stamping the document.



3. Shortlisting and evaluation

All proposals received in response to this call will be evaluated by an independent technical committee. The quality of proposals, budget/costing, qualifications of proposed staff and capacity of consulting firm will be scored as per the scoring matrix below.

S	Criteria	Max. Score
1	Lowest Financial Bid*	30
2	Quality of Technical Proposal including the TPM strategy, methods and tools proposed.	25
3	<p>Qualification and experience of proposed key and technical personnel</p> <p>Mandatory staff:</p> <p>For Health:</p> <ul style="list-style-type: none"> - Degree in Public Health or General Medicine plus at least four years of experience in monitoring health interventions. - Skilled in writing high quality analytical reports. - Skilled in use of MEAL tools. - Experience in conducting TPM would be an asset. <p>For WASH:</p> <ul style="list-style-type: none"> - Degree in Civil or Water Engineering plus four years of proven experience in design and monitoring of Water Supply projects. - Skilled in writing high quality analytical reports. - Skilled in use of MEAL tools. - Experience in conducting TPM would be an asset. <p>Enumerator(s)</p> <ul style="list-style-type: none"> - One Male and one female (preferably Mahram or couple) with at least two years of experience in data collection and analysis. 	25
4	Realistic and comprehensive work plan for the assignment including plans for field visits, reporting, and completion of activities	10
5	Organization Capacity (Office existence and presence in the target province; addresses of main office and field offices to be provided, a list of total number of staff members)	10
Total		100
* The lowest price shall be scored a total of 30. However, prices ranked lower shall be scored according to the following formula: $\text{Score} = (30 * \text{lowest price}) / \text{price under consideration}$		

4. Confidentiality and Conflicts of Interest

- ✓ It is a further condition of proposing that the firm submitting a proposal will keep confidential the information disclosed to them in this invitation to proposal and in connection with the invitation and their response to the invitation. They must also return to ORCDG any information disclosed (and any copies may have been made of this) if requested and must only use such information for the purposes of making the proposal.
- ✓ In the same manner, any information received relating to the proposing company will be treated in the strictest of confidence by the ORCDG.
- ✓ A company will not be eligible for appointment if any of its partners, directors or major shareholders is a member of the ORCDG Board or the staff of ORCDG.
- ✓ Companies must declare, as part of the proposal, whether any partners, directors, major shareholders, senior staff, or the partners/spouses of any of these listed are:
 - Members of ORCDG Board or related to any such member.
 - An employee of ORCDG or related to any such employee.
- ✓ Companies should also identify any work they are currently undertaking, or bidding for, which could cause a conflict of interest, and indicate how they will deal with this potential conflict if the contract is awarded.

5. Form of proposal – information to be provided.

All firms that submit proposals for this assignment will be required to provide:

- Technical Proposal outlining how the firm will undertake the assignment including the sampling methods, data collection methods, analysis methods and tools used during the assignment as well as quality assurance.
- Financial proposal/budget clearly outlining all costs associated with the assignment.
- Firm profile including previous similar experiences and copies of contracts where applicable.
- Resumes of the key staff who will be involved in undertaking the assignment.
- Realistic and Comprehensive Workplan.
- Other supporting documents as specified in the scoring matrix.

The above-mentioned documents should be provided in the firm's own templates attached to this RFP (Signed and Stamped), the TOR (Signed and Stamped) and project MEAL Framework (Signed and Stamped).

5.1. Information about your company:

- a. A short profile of your company with emphasis on the different services you supply. If the company is part of a group of companies, or is a subsidiary or parent company, please also give details of the group.



5.2. Experience:

- a. Details of your firm's experience of providing similar services, and in particular experience of working with similar organization's funded projects in Afghanistan.

5.3. Costs:

- a. All cost shall be inclusive of all applicable taxes as per taxation law of the government of Afghanistan, www.mof.af, TA/DA.
- b. The quotation price should be given in USD.

5.4. Payment:

- a. Once the contract is signed with a company all the payment will be processed through bank transfer, the company is not supposed to request ORCDG for cash or cheque payment.
- b. Additionally, the payment will be processed to the partner company's bank account not to an individual bank account.

6. Submission Procedure

- ✓ Please submit the hard sealed stamp copies of RFP and send it to ORCDG Office House# 28, Street of Shams London Academy Girls School, Shaheed Square, Taimani Project Kabul, Afghanistan by **02:00 PM (AFT), 26th June 2025** or before the deadline.
- ✓ Should you have any questions, please feel free to contact us via tender@orcdglobal.org
- ✓ No proposal will be considered if received after the deadline set out above.

7. Disclaimer

ORCDG is not bound contractually or in any other way to any Proponent to this request for proposal/bid. The organization is not liable for any costs or compensation in relation to the consideration of this Request for submission of proposal/bids by the Proponents whether or not the organization terminates, varies, or suspends the process or takes any other action permitted under this Request for proposals/bids.

The organization may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the Proponents or potential Proponents.

Sincerely,

Procurement & Logistic Department
ORCDG Global Inc.