



REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

Organizational Assessment & Professional, Engineering and Leadership Training

Country:	Afghanistan
Name of Project:	Organizational Assessment & Professional, Engineering and Leadership Training
Grant No.:	Government Fund
Assignment Title:	Design Services
Contract Package IDs:	REOI Ref. No. MUDH/1397/S-018
Issuance Date:	January 23 rd , 2018
Closing Date:	February 6 th , 2018

1. Background:

The Ministry of Urban Development and Housing has the mandate to lead the entire urban and housing sector across Afghanistan. Its main focus is on planning and formulation of national urban development policies, housing policies, development of city master plans, approval of city plans at various levels, informal settlement upgrading policies, supporting municipalities and regulating urban development functions across the country. Recently, MUDH has been tasked to implement all construction projects of various ministries of the Government of Afghanistan. This new responsibility of MUDH has significantly increased the mandate of the Ministry resulting into additional capacity requirements. Assignment

Some of the major functions of MUDH include but are not limited to the following:

- Development, formulation and implementation of the National Urban Policy
- Development, formulation and implementation of the National Housing Policy
- Development, formulation and implementation of the National Informal Settlements Upgrading Policy
- Development of master plans, regional plans and strategic plans for urban regions and cities.
- Strengthening the capacities of municipalities
- Development of Urban development plans, including plans for infrastructure investments in major cities of Afghanistan.
- Planning, development and implementation of construction projects of various government ministries in close coordination with relevant ministries and government entities.
- Development of housing projects through various housing financing models

- Development and implementation of housing projects funded by international donors.

Due to its extensive mandate and additional responsibility of implementing construction projects of government entities, MUDH is considering increasing its technical capacity and capabilities to cope with the situation in an adequate manner.

Scope of Work:

- 2.1. The Ministry of Urban Development and Housing plans to conduct an organizational assessment of the ministry in various relevant functional areas to become the basis for identifying gaps, deficiencies and required capacities.
- 2.2. The Ministry of Urban Development and Housing needs to build the required technical and engineering capacity for efficient planning, development and implementation of its functions and projects through capacity building of MUDH relevant staff in order to achieve the required quality of work.
- 2.3. As a first step in this process, the MUDH intends to hire the services of a qualified engineering consultancy firm for the following work components:

- a) Organizational Assessment and Roadmap Development:

The objective of this component is to carry out an overall assessment of MUDH with regards to its existing technical and engineering capacity considering its role and functions and to identify where MUDH wants to be at some point in time in the future and how it is going to get there.

- b) Professional, Engineering and Leadership Training

MUDH requires the services of the qualified engineering consultancy firm to build the capacity of its engineers and relevant staff in various relevant functional areas in order to efficiently perform the required duties and responsibilities due to the extensive mandate and scope of MUDH.

Following are some of the major engineering disciplines and areas where professional and engineering training will be required for MUDH staff. However, additional training subjects may be included upon request of MUDH:

- Project Management
- Construction Supervision and Management
- Stakeholder management and conflict resolution
- Design of Vertical Structures
- Urban Planning and Urban Design
- Urban Landscape Design
- Urban Water Supply Design
- Urban Storm water Design
- Sewerage System Design
- Design of wastewater collection system
- Operation and Maintenance of Water supply and Sewerage Systems
- Architectural Engineering

- Roadway planning and design
- Design of Electrical Systems/Electrical Engineering Best Practices
- Geographic Information System (GIS) training as relevant to urban engineering practices
- Geotechnical and foundation engineering

The consultants will develop curriculums for the identified trainings and share with MUDH for input to ensure they meet the expected technical upgrading skill and conduct practical and theoretical training to the MUDH trainees.

METHODOLOGY:

The consulting firm is expected to develop technical training curriculums. However, the following guiding principles should be taken into consideration:

- The service provider will work closely with MUDH related Directorates in organizational assessment and training curriculum development
- Any other method applicable.

KEY DELIVERABLES:

- i. Inception Report detailing the proposed methodology for organizational assessment, key findings and work methodology.
- ii. Detailed organizational assessment report
- iii. Detailed roadmap development report
- iv. Detailed curriculum for professional, engineering and leadership trainings
- v. Report consisting of training modules, training materials, training schedule etc.
- vi. Revised first Draft Final Report, incorporating suggestions and recommendations from the MUDH Capacity Building group. A second round of revision may be required before the final version of the Final Report can be produced
- vii. A final report (one electronic copy in PDF Format and one in Doc format)

DURATION OF THE ASSIGNMENT:

The consulting firm shall specify the duration for completion of the following components as per the ToR:

- a) Organizational Assessment and roadmap development
- b) Professional, Engineering and Leadership Training

QUALIFICATIONS AND EXPERTISE REQUIRED

The qualifications required for the consultancy firm and trainers include but are not limited to the following:

- The trainers shall have expertise in the technical/engineering disciplines as mentioned in the Scope of Work.
- The trainers shall have experience of relevant technical and professional trainings as per the Scope of Work.
- The trainers shall have required history in similar trainings.

APPLICATION PROCEDURE AND REQUIREMENTS:

Consultancy firms interested to carry out the organizational assessment and deliver the training are expected to provide the following documentation:

- A technical proposal with detailed response to the TOR, with specific focus on the scope of work and methodology to be used.
- Initial work plan based on methodology outlined, and indication of availability
- A financial proposal detailing the daily rate per training and other mode of payment
- Company profile or CV including a minimum of 3 references
- Detailed budget breakdown

The MUDH ("Client") now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services, The following box provides a summary of the key responsibilities expected under these Services:

This procurement will follow as per Afghanistan Government Procurement Guidelines Quality and Cost Basted Selection (QCBS) method. The full detailed list of districts per package is available in the full REoI and available at the websites stated below.

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

1. The consultancy firm should have a sound track record of conducting project evaluations in general, particularly in Building Design Development Experiences at least for the last 5 years.

2. Available resources to carry out the assignment with an annual turnover of equal to more than USD- 3,000,0000 or its equivalent ie approximately in Afghani during the last five years in the form of financial statement.

2. The firm should have at least one similar contract of equivalent to or more than USD- 1,000,000 or its equivalent in Afghani in any one year during last five years.

Annual financial audit report of the projects supported by different donors in one of the last five years (in case of JV for both and in case of Sub-Consultancy only for lead organization).

Note: The applicants **MUST** meet criteria # II (Experience & Contract amount) and criteria # IV (Financial Annual Turnover) mentioned above in order to be shortlisted.

Guidance on contents of the EOI:

The following instructions need to be followed when submitting Expressions of Interest (EOI):

- EoIs can be submitted both in hard and/or soft copies within the stated deadline. If being send only in soft copy, all pages need to be signed and scanned when sending.
- An EoI must be a maximum of 15 pages. Any EoI submission over 15 pages will only be reviewed for the first 15 pages.
- If submitting EoI(s) in **hard copy**, the EoI for each package must be submitted in a separate envelope marked "EoI for Consultancy Services for **Design Consultancy Services for Afghan Currency & Stock Exchange Market** Package ID# from Submission Date (February 6th 2018 time 16:00pm); Submitted by (name of firm or firms.....).
- If submitting EoI(s) in **soft copy**, the EoI for each package must be submitted in a separate email marked "EoI for Consultancy Services for Package ID Submitted by (name of firm or firms).

1. Each EoI needs to include the following elements:

- A cover letter expressing interest in the services and briefly stating which package is being applied for. (Maximum 2 pages)
- Organizational Structure.
- Information on Manpower with qualifications, technical and professional competence necessary for successful implementation of the assignment
- Consultant's overall profile (Maximum 2 pages)
- Consultant's overall organizational structure (Maximum 2 pages)
- Experience of the firm/ firms submitting the EoI in a tabular form including country, client and donor, project title, project reference number, project value, Number of international staff months, number of national staff months, project period, brief description of consultant's role in the project. List only the most important and relevant ones. (Maximum 5 pages) (Note: List the largest value and most relevant projects to this assignment first)
- List Consultant's direct experience in Afghanistan and/or other conflict/ immediate post conflict zones/ countries (Maximum 1 page)
- Contact details in Afghanistan and registration in Afghanistan of the firm or all the firms forming part of the joint venture. (Maximum 1 page)

- Submit financial audit report with annual turnover of the last 3 years (2015, 2016 &2017);
- Provide evidence for being in business for at least last (5) years.

- Copies of verifiable of similar nature contracts with certificates and full address and contact information of the employer.

2. The short-listing criteria are as following:

- The consultant shall demonstrate having sound financial situation and capacity by submitting financial audit report with annual turnover of at least the minimum amount indicated in the table in any of the last 3 years (2015, 2016 & 2017);
- The consultant should have been in business for at least last (5) years. The consultant shall also have executed at least two contracts of similar nature, each with the minimum value indicated in the table below.
- Organizational Structure.
- Manpower with qualifications, technical professional staff and competence necessary for successful implementation of the assignment.

3. Guidance Note on Shortlisting:

- For converting the turnover and similar contract value to USD, the exchange rate of the date of deadline of this REOI will be considered and the source will be Da Afghanistan Bank.
- Firm has option to apply for any number of assignments. Any firm applying for more than three assignments then at the RFP stage they will be required to propose entirely different sets of key staff for each assignment.
- In case a firm apply for more than one assignment then the aggregate qualification will be considered for shortlisting.
- If a firm wants to apply for more than one assignments, then they need to provide separate REOI for each assignment in line with guidance provided.
- Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. If consultants intend to associate with other firms, they are advised to clearly identify the lead consultant has to be designated among them and Memorandum of Understanding (MoU) between two partners must be submitted. The information listed above, needs to be submitted for each of the individual associates (in case of JV for both and in case of Sub-Consultancy only for lead organization).
- In case the EOI is submitted in form of JV, each partner in the association shall meet the minimum requirements defined in Para... above, under the short listing criteria. However, the short listing criteria will not be applied and considered for sub-consultant.

TOR for the assignment is available in the following websites. www.mudh.gov.af / www.npa.gov.af and you may obtain it from the below mentioned email addresses.

The Consultant will be selected in accordance with the **Quality and Cost Based Selection (QCBS)** method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours, i.e. 08:00 to 16:00 on working days from Saturday to Wednesday. Expressions of interest must be

delivered in a written form to the address below (in person or by e-mail) by **February 6th 2018**.

Ministry of Urban Development and Housing (MUDH)

Attn: MUDH, Procurement Director

Email Add: procurement@mudh.gov.af safikhaliqyar@gmail.com

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