



Islamic Republic of Afghanistan
Ministry of Rural Rehabilitation and Development (MRRD)

Procurement Directorate

SELECTION OF CONSULTANTS

Reference No: MRRD/PD/ 001- CS/WEE

Selection of Consulting Services

For

**Selection and Employment of Consultant (Firm) for auditing of
PIBBED Project**

Issued on: October 11, 2020

Form TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: *[Name and address of Client]*

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Terms of Reference dated *[Insert Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope” or, if only a Technical Proposal is invited “We hereby are submitting our Proposal, which includes this Technical Proposal only in a sealed envelope.”].

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client and/or may be sanctioned by the Bank.
- (b) Our Proposal shall be valid for at least 60 days.
- (c) We have no conflict of interest under this assignment
- (e) We, along with any of our sub-consultants, subcontractors, suppliers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the government of Afghanistan.
- (f) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.
- (g) We undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts.
- (h) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than 10 calendar days.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Signature (of Consultant's authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative}

Address: {insert the authorized representative's address}

Phone/fax: {insert the authorized representative's phone and fax number, if applicable}

Email: {insert the authorized representative's email address} _____

Form TECH-2 (**FOR FULL TECHNICAL PROPOSAL ONLY**)
NOT APPLICABLE

Form TECH-3 (**FOR FULL TECHNICAL PROPOSAL**)
NOT APPLICABLE

Form TECH-4 (FOR FULL TECHNICAL PROPOSAL ONLY)**DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN
RESPONDING TO THE TERMS OF REFERENCE**

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal (in STP format):

- a) Technical Approach and Methodology
- b) Work Plan
- c) Organization and Staffing}

- a) **Technical Approach and Methodology.** {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs),
- b) **Work Plan.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration,
- c) **Organization and Staffing.** {Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}

Form TECH-5 (FOR FTP AND STP)

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables ¹ (D-..)	Months											
		1	2	3	4	5	6	7	8	9	n	TOTAL
D-1	{e.g., Deliverable #1: Report A												
	1) data collection												
	2) drafting												
	3) inception report												
	4) incorporating comments												
	5) delivery of final report to Client}												
D-2	{e.g., Deliverable #2:.....}												

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

Form TECH-6 (FOR FTP AND STP)

TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

N°	Name	Expert's input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)			
		Position		D-1		D-2		D-3		D-...		Home	Field	Total
KEY EXPERTS															
K-1	{e.g., Mr. Abbbb}	[Team Leader]	[Home]	[2 month]		[1.0]		[1.0]							
			[Field]	[0.5 m]		[2.5]		[0]							
K-2															
K-3															
n															
											Subtotal				
NON-KEY EXPERTS															
N-1			[Home]												
			[Field]												
N-2															
n															
											Subtotal				
											Total				

1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.

- 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
- 3 “Home” means work in the office in the expert’s country of residence. “Field” work means work carried out in the Client’s country or any other country outside the expert’s country of residence.

 Full time input

 Part time input

FORM TECH-6 (CONTINUED)

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved}	

Expert's contact information: (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

Name of Expert

Signature

Date

{day/month/year}

Name of authorized
Representative of the Consultant
(the same who signs the Proposal)

Signature

Date

FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency (ies)} {Insert amount(s) in words and figures}, *[Insert “including”] of all indirect local taxes.* The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations, for the period of 45 days.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

{If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.”}

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Signature (of Consultant’s authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative}

Name of Consultant (company's name):

Capacity: {insert the person's capacity to sign for the Consultant}

Address: {insert the authorized representative's address}

Phone/fax: {insert the authorized representative's phone and fax number, if applicable}

Email: {insert the authorized representative's email address} _____

FORM FIN-2 SUMMARY OF COSTS

Item	Cost {Consultant must state the proposed Costs in AFN}
Cost of the Financial Proposal	
Including:	
(1) Remuneration	
(2) Reimbursable	
<u>Total Cost of the Financial Proposal:</u> {Should match the amount in Form FIN-1}	
Indirect Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded	
(i) {insert type of tax e.g., VAT or sales tax}	
(ii) {e.g., income tax on non-resident experts}	
(iii) {insert type of tax}	
<u>Total Estimate for Indirect Local Tax:</u>	

Footnote: Payments will be made in the currency(ies) expressed above (Reference to ITC 16.4).

FORM FIN-3 BREAKDOWN OF REMUNERATION

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for the calculation of the Contract's ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This Form shall not be used as a basis for payments under Lump-Sum contracts

A. Remuneration _____								
No.	Name	Position (as in TECH-6)	Person-month Remuneration Rate	Time Input in Person/Month (from TECH-6)	{Currency # 1- as in FIN-2}	{Currency # 2- as in FIN-2}	{Currency# 3- as in FIN-2}	{Local Currency- as in FIN-2}
_____	Key Experts _____							
K-1	_____	_____	[Home]	_____	_____	_____	_____	_____
_____	_____	_____	[Field]	_____	_____	_____	_____	_____
K-2	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	Non-Key Experts _____							
N-1	_____	_____	[Home]	_____	_____	_____	_____	_____
N-2	_____	_____	[Field]	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
Total Costs					_____	_____	_____	_____

2. Expressed as percentage of 4

FORM FIN-4 BREAKDOWN OF REIMBURSABLE EXPENSES

When used for Lump-Sum contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-Sum contracts

B. Reimbursable Expenses								
N°	Type of Reimbursable Expenses	Unit	Unit Cost	Quantity	{Currency # 1- as in FIN-2}	{Currency # 2- as in FIN-2}	{Currency# 3- as in FIN-2}	{Local Currency- as in FIN-2}
—	{e.g., Per diem allowances**}	{Day}						
—	{e.g., International flights}	{Ticket}						
—	{e.g., In/out airport transportation}	{Trip}						
	{e.g., Communication costs between Insert place and Insert place}							
	{ e.g., reproduction of reports}							
	{e.g., Office rent}							
							
	{Training of the Client's personnel – if required in TOR}							
Total Costs								

Legend:

“Per diem allowance” is paid for each night the expert is required by the Contract to be away from his/her usual place of residence. Client can set up a ceiling.

“Term of References (TOR)”

“Selection and Employment of Consultant (Firm) for auditing of PIBBED where requirement for donor is.

Programme description

1. The PIBBED project proposes a bamboo based integrated development model by creating opportunities across harvesting to production and then marketing. The development model is based on the identification of key stakeholders and their key challenges across the value chain. The creation of sustainable high value economic opportunities will directly improve the quality of life for farmers, artisans, micro and small enterprises, designers, traders and exporters.

Context

2. Bamboo constitutes a significant portion of the total forest area in SAARC Countries. However, despite having rich bamboo resources, the sector suffers from poor protection, management especially inefficient harvesting systems and underutilization of the natural resource. Moreover, bamboo related value-added, market-oriented products are limited, causing insignificant contribution to the economy despite much dependence of the poor especially tribal people for their livelihood.
3. Keeping in view the PIBBED objectives and current needs, it is important to introduce new and potential enterprises like Bamboo or similar products through the support to its farming, production, services and trade. Afghanistan has the potential to grow Bamboo or similar products and it is an important factor in stabilizing the oxygen and carbon dioxide in the atmosphere. Bamboo products play a very important role in conserving soil and water. Bamboo products are eminently suitable for housing and general engineering because of its high strength/weight ratio, phenomenal flexibility and tubular anatomy. The products made by traditional artisans groups continue to play a vital role in the rural agro-industries. Afghanistan Bamboo products artisans are suffering because of the insufficiency or and shortage of raw material. Therefore, it is necessary to realize the immense economic potential of this amazing material, develop its utilization and propagation and to raise plantation of Bamboo or its similar products species, particularly in uncovered hills and degraded areas; over logged forest areas; banks of the rivers; road sides and marginal farm land covered under agro-forestry initiative.
4. Development of micro entrepreneurs and small farmers is more than just developing primary knowledge and skills of product development and framing as business. It is essential to build their capacities and promote the concept of farming as a profitable business. Efforts currently being made by the WEERDP focused towards developing business culture in small farmers. With more lessons learnt and experience gained, PIBBED would like to adopt more inclusive approach on enterprise development and support one value chain of product including the farmers, input suppliers, producers, traders and service providers.

Relevance of the Assignment with the Program

5. Bamboo is being rediscovered by mankind in the age of the information revolution, environmental consciousness and space exploration. As a potential renewable resource and an inexhaustible raw material if properly managed, bamboo could transform the way we think about and use man-made objects to improve the quality of life in our villages, towns and cities. In many economically deprived countries bamboo could provide the answer to the distressing problems of employment and income generation. It also holds the promise of the spawning of a host of new sector that are ecologically responsible while providing manufactured products for end user.
6. Annual audit report is one requirement for SAARC Development Fund projects. Fund disbursement and NOL on the further implementation is depended to preparation of external audit report. An external assignment is required that will bring in place consultancy services of expert firms; resulting in audit of PIBBED 2019 implementation which is required for donor reporting.

Overall Objective of the Assignment

7. The overall objectives of this assignment is to audit PIBBED 2019 implemented activities.
8. SDF Board approval No: SDF/Proj/Bamboo-based-Enterprise/01072016/24

Specific Objectives of the Assignment

9. The objectives of the consultancy services for utilizing services of an expert agency for assignment are stated below (but not limited to):
 - 9.1 Financial audit of 2019 expenditure that will not cross 40 payments
 - 9.2 Statement of progress in the project
 - 9.3 Preparation of audit report

Scope of the Assignment

10. MRRD expects an expert agency to audit PIBBED project for reporting purpose to donor. The specific scopes of the assignment are (but not limited to):
 - 10.1.1 Statement of financial position
 - 10.1.2 Statement of comprehensive income
 - 10.1.3 Statement of receipt and payment
 - 10.1.4 Notes to the financial statement
 - 10.1.5 Background and legal status
 - 10.1.6 Basic of preparation
 - 10.1.7 Fixed asset
 - 10.1.8 Cash and cash equivalent (in hand, in bank)
 - 10.1.9 Fund utilization statement
 - 10.1.10 Fixed asset acquisition fund
 - 10.1.11 Grant received statement from SAARC Development Fund
 - 10.1.12 Human resource and staff cost

Note: Audit firm has to conduct the audit as per the donor requirements articulated in the project document.

Required Qualification and Experiences:

11. The consulting firm should have the update registration Certificate from relevant entities.

Qualifications of Key Staff

a. Senior Audit Specialist

- a) Master Degree in Business Administration, Economics, accounting or any other related fields with 5 years' experience in audit, financial management, corporate accounting or Bachelor Degree in Business Administration, Economics or any other related fields with 7 years relevant experience.
- b) Have at least one relevant & recognized accounting or auditing certifications (ACCA CA CIA CISA CFE & etc.)
- c) Have Good understanding and Knowledge of Legal and Financial Systems system of GoIRA
- d) Have previously conducted SDF funded project audit will be an asset/given preference.

b. Audit Officer (at least 2)

- a) Bachelor Degree in Business Administration, Economics, accounting or any other related fields with 5 years' experience in audit, operations, administration, financial management, corporate accounting. Certification from an internationally recognized auditing or accounting entity will be given preference.
- b) Have at least 2 years of work experience in Audit department of the public sector and/ in financial institution.
- c) The incumbent must have excellent oral and written communication skill in English

Note: *Evaluation of the key staff will be based on submission of credentials and work experience documents.*

Action Plan and Time Schedule

- 12. Since number of transactions are very limited, PIBBED/WEERDP/MRRD expect assignment to be commenced and completed in one month from the start date. The audit Firm has to audit "Promoting Integrated Bamboo Based Enterprise Development" in consultation and approval of the MRRD in light of Afghanistan audit principles.
- 13. The audit firm has to submit a proposed action plan for undertaking the assignment within one week of commencement of the assignment. The plan will be approved by PIBBED/WEERDP and Consulting Firm will then start the audit.

Reporting Obligations, Deliverables and Confidentialities

- 14. After the commencement of the assignment the Consulting Firm should have to submit the following reports. It is noted that all the documents, reports and communications are belonging to PIBBED/WEERDP and must be confidential. Without permission of authority any report and document will not be disclosed to other or use by other entity.

Sl. No.	Deliverables	Descriptions	Timeframe	Remarks
1	PIBBED Project Audit	Statement of financial position	One month	
		Statement of comprehensive income		
		Statement of receipt and payment		
		Notes to the financial statement		
		Background and legal status		

	Report of 2019	Basic of preparation		
		Fixed asset		
		Cash and cash equivalent (in hand, in bank)		
		Fund utilization statement		
		Fixed asset acquisition fund		
		Grant received statement from SAARC Development Fund		
		Human resource and staff cost		
It is noted that payment of final bill will be paid to the consulting firm after receiving final report with incorporation of comments and suggestion from PIBBED/WEERDP/SDF. At least three (3) hard copies of final report along with soft copy and all relevant MIS data and information must be submitted by the consultant within agreed date and time.				

Method of selection:

A Consultant will be selected following the Afghanistan Procurement Law and Procedure. Further information can be obtained at the address below during office hours, i.e. 8:30 to 3:30 on working days from Saturday to Thursday. Expressions of interest must be delivered in a written form to the address below (in person or by e-mail) by (DD/MM/YYYY).

Procurement Department, Ministry of Rural Rehabilitation and Development (MRRD)

Attn:

MRRD Compound, Darul Aman, Kabul, Afghanistan

E-mail: ali.joyan@mrrd.gov.af

Copied to: Fahim.ahmadi@mrrd.gov.af; norullah.naderi@mrrd.gov.af