

UN Women, Afghanistan Country Office

REQUEST FOR PROPOSAL

“Conduct Knowledge, Attitudes and Practices (KAP) Survey on Women Economic Empowerment in Afghanistan”

IMPORTANT: Proposals that do **NOT** follow the requirements stated herein will **NOT** be considered.

Subject	Conduct Knowledge, Attitudes and Practices (KAP) Survey on Women Economic Empowerment in Afghanistan.
Location of implementation	Seven Zones in Afghanistan (Kabul, Nangarhar, Herat, Balkh, Paktia, and Takhar)
Duration of project	3 Months from the date of contract
Language and content of proposals	Proposals will be accepted in English only and must include details of the activities proposed, a break-down of milestones and timelines, approach to addressing the activities, risk analysis and mitigation measures, ethical considerations, Curriculum Vitae (CVs) of staff/trainers who will be working on the programme and detailed budget for the project in the given templates.
Address for Proposal Submission	<p>The proposals should be sealed and sent under the subject of “Conduct Knowledge, Attitudes and Practices (KAP) Survey on Women Economic Empowerment in Afghanistan.” in the subject of your cover letter or envelope</p> <p>The applicants should submit their proposals to the address below: Hard copy of the application should be submitted in a sealed envelope to PO Box: 949, UN Women Afghanistan, UNOCA Compound, Jalalabad Road, Kabul Afghanistan OR send soft copy of the application electronically to registry.unwomen.af@unwomen.org copying naeemullah.naveed@unwomen.org Please note size of the files should not exceed 4 MB</p>
Proposal Currency	Preferred Currency USD
Deadline for submission	<u>August 17 2015</u> (proposals received after this date WILL NOT be considered)

8

Project overview

Background

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the Centre of all its efforts, UN Women will lead and coordinate United Nations System efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It will provide strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

The UN Women Afghanistan Country Office (ACO) was established in 2002 as UNIFEM, and has since then been restructured to support a programmatic approach through three pillars addressing the Elimination of Violence Against Women (EVAWP), Political and Economic Empowerment (PEEP), and Coordination and Advocacy (CAP).

Purpose of the survey

The purpose of the KAP survey is to generate information that will be used to develop baseline with regards to knowledge, attitudes and practices of the targeted population about women's economic rights in various regions of Afghanistan. The baseline will be used to design, plan and implement awareness raising and advocacy activities on women's economic rights and also to capture regional variations as well as measure trends over time with regards to these rights. The economic rights referred to here include: women's rights to inheritance, ownership of property, economic rights under marriage or separation/divorce.

The primary objective of the survey

To understand and assess the need for information knowledge attitude and perception of people between age 18 – 60 years in seven zones of Afghanistan on women's economic rights with the aim of adapting economic intervention in accordance with this baseline.

The secondary objectives of the survey

To track key knowledge, attitude, and practice to assess changes and trends over time across the different zones.

Methodology

The KAP survey will largely employ quantitative methods. Some qualitative methods will be employed to generate in-depth understanding of data collected using quantitative methods. Data and information will be gathered from sampled districts of the targeted provinces (the provinces have 28 districts). Respondents of the survey are expected to be between age 18 – 60 years old with special emphasis on men and boy youth; fathers; brothers; husbands; managers; community and religious leaders; people actively taking part in economic development etc. Women and girls should also be part of the sample, but not predominantly. An appropriate sampling technique will be designed to determine sample size of respondents to generate representative conclusions. Data and information gathered through quantitative methods will be analysed and presented systematically. Qualitative information will be utilized to substantiate quantitative findings and draw appropriate conclusions accordingly.

With the above guidance consulting firm that apply for the job are expected to indicate in their technical proposals the details of the data/information collection, analysis and reporting techniques (using both quantitative and qualitative techniques) they plan to deploy. Moreover, their technical proposal should also indicate the process and methods they intend to adopt. The proposed methodologies and approaches will then

be further elaborated upon in consultation with UN women.

In light of the objective of the survey, the applicant should address the following topics in their proposal for conducting this survey:

- UN Women (UNW) will be responsible for overall approval of study design; ethical dimension; data analysis, tools, processes and reporting for this KAP Survey; whereas the consulting firm will:
- Identify the target group who will be surveyed in order to understand and design the rest of the activities accordingly
- Propose study design, methodology for data collection and data analysis. The bidder is free to suggest any method of data collection
- Develop a comprehensive questionnaire or other relevant tools for data collection
- Submit an inception report
- Undertake training of data collection staff
- Pilot the finalized questionnaires
- Capture household lists for all provinces/villages/clusters in the final sample.
- Coordinate with local officials to conduct community sensitization and data collection.
- Conduct data collection in the field using the questionnaire and other methods
- Submit bi-weekly reports to update UNW on progress of training, data collection, etc.
- Complete data entry training and undertake data entry of all completed questionnaires
- Provide datasets from the data entry activities to UNW.
- Ensure completed questionnaires (if paper-based) are safely delivered to UNW.
- Maintain smooth coordination between the consultancy and UNW
- Present key findings, conclusions and recommendations to UNW management and relevant stakeholders
- Collect a complete data set including copies of completed questionnaires, soft and hard copies of data analysis sheets and any other relevant data during the fieldwork.
- Provide UNW with monthly progress reports and end of assignment completion report in a specific template.

The firm/institution would be expected to interview approximately

- 4000 households (1 person per household) in seven zones across Afghanistan.

Domain 1	Domain 2	Domain 3	Domain 4	Domain 5	Domain 6	Domain 7
Kabul Districts: • Kabul • Charhar Asyeb • Khaki Jabar • Istalif	Nangarhar Districts: • Jalalabad • Dara-e-Noor • Surkh Rod • Kama	Balkh Districts: • Nahri Shahi • Balkh • Khulum • Shortepa	Herat Districts: • Injil • Ghoryan • Pashton Zarghon • Chishti Sharif	Kandahar Districts: • Kandahar • Arghandab • Spin Boldak • Maywand	Paktia Districts: • Gardez • Zazi • Zadran • Zurmat	Takhar Districts: • Taluqan • Chah Ab • Rustaq • Iskamish

Survey target area

UN women are looking for consultancy services to carry out the survey and to assess the KAP to build the baseline for future interventions in seven zones of Afghanistan. Among the zones Kabul, Herat, Kandahar, Balkh, Nangarhar, Paktia, and Takhar provinces have to be surveyed.

Deliverables

The firm will develop a conceptual framework including a detailed methodology, research instruments, work plan and analytical plan. The consulting firm will prepare and present draft reports and final reports to be discussed by stakeholders. Summary reports and reference materials will also be prepared. The specific deliverables include:

1. Conceptual framework, detailed methodology, research instruments and work plan.

2. Analytical plan including data analysis and a description of the possibilities and challenges in terms of data analysis and reporting.
3. A draft report and power point presentation highlighting the preliminary results for discussion with stakeholders including full analysis of all the critical areas agreed upon at the start of the consultancy.
4. A revised report highlighting the results and recommendations and incorporating earlier comments of stakeholders for further discussion.
5. A final report detailing the results and recommendations.
6. Summary report and annex with reference materials.
7. A complete set of tools and data submitted to UN women as organization's property

Eligibility criteria

Interested consulting firms should meet the following criteria:

1. Registered and have legal status in Afghanistan or abroad;
2. At least 3 years of relevant experience (of the firm/organization or of its proposed staff if a new organization)
3. Track record of successful implementation of similar projects/initiatives. (If a new organization, then track record of similar project by its proposed consultants.)

UN Women will not consider proposals from:

- A) Individuals without any organizational affiliation;
- B) UN agencies and affiliated UN agencies;
- C) Organizations that do not have an office in Afghanistan;
- D) Government entities;
- E) Current UN Women grantees.

ANNEXES

The following documents have to be annexed to your proposal:

Annex 1: Project workplan

Annex 2: Project budget

Annex 3: Registration certificate

Annex 4: Copy of code of conduct

Annex 5: Contact details of three references

Technical Evaluation Criteria

The selection of the contractor will be mainly based on, but not limited to, the following criteria:

No	Criterion	Points obtainable
1	Management Plan: Expertise of firm submitting proposal	30
2	Proposed Work Plan and Approach	50
3	Resource Plan: Personnel	20
	Grand total	100

End of RFP.