

<b>Contract title:</b>	Impact Evaluation of “Integrated life-saving and life-sustaining support for vulnerable communities and out of school children in Wardak and Samangan” project.
<b>Project code:</b>	AFGMP00072
<b>Procurement ELO folder no.:</b>	AFGC000553
<b>Procedure:</b>	Negotiated Tender with Publication
<b>Location:</b>	Wardak and Samangan

## Contracting Authority

### Člověk v tísni, o.p.s. (People in Need, hereinafter PIN)

entered in the Register of Non-profit Organizations administered by the Municipal Court in Prague, Volume O, File 119

With its registered office at Šafaříkova 635/24, 120 00 Prague 2

ID: 257 55 277

**Local Office Address: PIN Kabul Office at Shahr-e-Now, Herati Street, House No. 31, PD10 Kabul, Afghanistan**

Represented by **Jakielski Lukasz based** on the power of attorney granted by the director

<b>Submission deadline:</b>	20 July 2026, 16:00 Kabul Time
<b>Clarification Meeting</b>	14 July 2026 13:00 Kabul Time

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m e m b e r o f  
**Alliance 2015**  
towards the eradication of poverty

# PART 1: INSTRUCTIONS TO BIDDERS

## 1. SCOPE OF PURCHASE

Qualified tender offers (bids) are sought from bidders for the following **Impact Evaluation of “Integrated life-saving and life-sustaining support for vulnerable communities and out of school children in Wardak and Samangan” project.**

### Specific Conditions:

- a. The **proposed price must be all-inclusive**, covering transportation, accommodation, taxes, and any other ancillary costs associated with the assignment.
- b. If the Bidder is **not registered in Afghanistan**, PIN will deduct applicable **tax (7%)**; bidders should account for this in their pricing.
- c. **Bank charges:** All bank charges in Afghanistan other than Azizi Bank (approximately 1% of Total Contract Value) related to payment transfers shall be borne by the vendor. Vendors are advised to consider these charges in their price proposals when preparing their quotations. The organization will not be responsible for covering any payment transfer fees incurred.
- d. **A performance guarantee equivalent to 10% of the total contract value** will be requested at the **award stage**. The guarantee must be submitted in the form of a **bank guarantee**.

## 2. OUTCOME OF SELECTION PROCESS

The contract awarded to the successful service provider(s) is a **Contract for Providing of Services** that will commit to provide PIN the specified service as will be defined in the contract at the agreed price and timeline.

## 3. COMMUNICATION / QUESTIONS / CLARIFICATIONS

**Tender documentation**, including detailed instructions for bidders and the required forms, can be obtained from the **PIN Kabul Office (Shahr-e-Now, Herati Street, House No. 31, PD10, Kabul, Afghanistan)** between **9:00 a.m. and 4:00 p.m. on working days until 20 July 2026**, or via email at [procurement.afg@peopleinneed.net](mailto:procurement.afg@peopleinneed.net).

Any **requests for clarification will be addressed during a pre-bid meeting**, which will take place on **Thursday, 14 July 2026 at 13:00 (Kabul time)**, both in person at the PIN Kabul Office and online via Microsoft Teams (a link will be shared upon request). Interested participants must send their request to attend—indicating

name, surname, and organization—to [procurement.afg@peopleinneed.net](mailto:procurement.afg@peopleinneed.net) by **COB on 13 June 2026**.

Bidders unable to attend the pre-bid meeting may still submit questions via email to [procurement.afg@peopleinneed.net](mailto:procurement.afg@peopleinneed.net) by **COB on 15 June 2026** and request to receive the minutes of the meeting, including responses to all questions raised.

The pre-bid meeting minutes and responses will be shared by email with all interested parties who requested the minutes and who participated in the pre-bid meeting. **PIN does not guarantee that all questions will be answered.**

**Bidders are advised not to submit their offers before the deadline for submitting questions.** Any offer submitted before this deadline will be considered as having been prepared without full access to all clarifications shared with other bidders.

#### 4. INSTRUCTIONS FOR THE PROCESSING THE BID

Bidders must strictly follow the tender forms and instructions provided in the tender documentation. Failure to comply may result in disqualification.

##### General Rules:

- Each bidder may submit **only one offer**, either individually or as part of a joint venture/team.
- The winning bidder **may not subcontract** services or works to parties not included in the original offer.
- For joint ventures/teams, all partners must be disclosed and meet the selection criteria (**see Annex 3 – Quotation Form**). Proof of collaboration must be included with the offer.

##### Electronic Submission

- Send bids by email to: [secure.bid@peopleinneed.net](mailto:secure.bid@peopleinneed.net)  
(*Note: This is a sealed tender box. Do not send questions to this address.*)
- Submit in **two separate files (PDFs, Folder, etc)**:
  - **Technical Proposal**
  - **Financial Proposal**
- Email subject line:  
**AFGC000553 – Impact Evaluation of “Integrated life-saving and life-sustaining support for vulnerable communities and out of school children in Wardak and Samangan” project. / [Bidder Name] / [Date]**
- All documents must be clearly labeled to understand what each file relates to.
- Maximum email size: **15 MB**. If larger, split into multiple emails.
- Do **not copy other PIN email addresses**; doing so will invalidate your bid.

##### Physical Submission

- Submit in **two separate sealed envelopes**:

- **Technical Proposal**
- **Financial Proposal**
- Place both envelopes should be in two separate **sealed envelopes**, addressed to:  
**PIN Kabul Office**  
Shahr-e-Now, Herati Street, House No. 31, PD10  
Kabul, Afghanistan
- The outer envelope must clearly state:  
**Invitation to Tender Reference: AFGC000552 – Impact Evaluation of “Integrated life-saving and life-sustaining support for vulnerable communities and out of school children in Wardak and Samangan” project. and “Do not open before 28/June/2026”**  
*(No other details, including bidder name, should appear.)*
- Group and label all supporting documents inside the envelope.

**Late submissions will not be considered.**

Bids received after the closing date & time will not be considered.

## 5. QUALIFICATION AND EVALUATION CRITERIA

To accept or reject the bid is the responsibility of the **Evaluation Committee**, the decision of which shall be final.

### Qualification criteria

Criteria that bidders must meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Qualification Criteria, they will be excluded from the tender process immediately. **All materials must correspond with the specification in Annex III, the bidders shall provide the detailed specifications of the materials in the signed and stamped RFQ form.** These criteria are scored as ‘Pass’ / ‘Fail’.

Each bidder must meet and properly prove the following **essential and preferable qualification criteria** and provide the relevant documentation (Paragraph 8).

#### Essential Requirements

- Completion of all required tender forms and annexes
- Relevant subject matter knowledge and experience: knowledge and experience required on conducting research with children, the education sector, disability and gender to ensure that the evaluation design and research methods are as relevant and meaningful as possible given the aims and objectives of the project and the context in which it is being delivered
- Country experience: it is particularly important that the team has the appropriate country knowledge /experience and language proficiency required to conduct the research required.
- Proven experience and knowledge of conducting quantitative and qualitative research;
- Excellent analytical skills;

- Significant practical experience in report writing and formulation of recommendations;
- Excellent spoken and written English.
- Understanding of key safeguarding issues relevant to the assignment and experience of designing and implementing M&E activities that ensure the safety and rights of vulnerable participants are protected

#### **Preferable Requirements**

- Experience evaluating ECHO-funded projects;
- Previous experience with results-based monitoring and evaluation methodologies;
- Dari and Pashto language will be considered an advantage;

### **Evaluation criteria**

The evaluation committee will evaluate and award the contract based on the following **evaluation criteria**:

- Price (30 %)
- Technical (70 %)

## **6. EVALUATION METHOD**

### **Variant 1 – point evaluation**

- **Price (30 %)**

The evaluation result of this criterion equals to the following formula:  $\text{Price A} / \text{Price B} * \text{criteria weight}$ . Price A = lowest price from all submitted offers; Price B = actual price offered by the bidder (price will include transportation).

For each bid, points from all evaluation criteria will be added up and the winning bid will be the bid with the highest number of points. In case of an equal number of points, the winning bid will be the one with the lowest price.

- **Technical (70%)**

The evaluation result of this criterion equals the following formula:  $\text{Points B} / \text{Points A} * \text{criteria weight}$ .

Points A = highest points score from all submitted offers; Points B = actual points score received from committee.

For each bid, points from all evaluation criteria will be added up and the winning bid will be the bid with the highest number of points. In case of an equal number of points, the winning bid will be the one with the lowest price.

### **Past Experiences – Quantity (10% out of 70%)**

Applicants will be evaluated based on the number of projects they have implemented and evaluated in Afghanistan over the past five years, including specific experience in conducting ECHO-funded evaluations. This criterion is intended to assess the company's level of experience in delivering similar

services at scale. **Proof of project evaluations (preferably in the form of copies of signed contracts) must also be attached.**

PIN Simplified Scoring System	
Score	Benchmark
0	No previous experience in provision of project impact evaluation in the last 5 years
1	At least two (2) projects impact evaluation, in the last 5 years, with equivalent scope of the one of this Tender. Proof (preferably a copy of the Contract) must be attached
2	At least three (3) projects impact evaluation, in the last 5 years, including at least one (1) ECHO-funded project, and including at least one (1) in Afghanistan with equivalent scope of the one of this Tender. Proof (preferably a copy of the Contract) must be attached

### Past Experiences – Quality (20% out of 70%)

Applicants will be assessed on the quality and relevance of their subject matter expertise, **particularly their knowledge and experience in conducting research involving children, the education sector, disability, and gender. This criterion also includes demonstrated experience in applying results-based monitoring and evaluation methodologies.** The aim is to ensure that the proposed evaluation design and research approaches are robust, context-sensitive, and capable of producing meaningful, reliable, and actionable findings aligned with the project’s objectives. **Bidders are required to submit final evaluation reports of completed projects** in order to evaluate the previous experiences.

PIN Standard Scoring System	
Score	Benchmark
5	Excellent quality with no weaknesses in standard shown and matches or exceeds the quality requirement
4	A good standard quality, meets the requirements
3	A satisfactory quality which demonstrates reasonable level of standard but does not meet the requirements in some areas
2	A quality where gaps exist - lacks good level of standard and there is a significant risk that quality requirement will not be met
1	A quality where serious gaps exist - lacks in meeting the requirements
0	Failing quality

### Quality of Technical Offer (30% out of 70%)

The quality of the technical proposal will be evaluated comprehensively against all stated requirements, including the extent to which it clearly addresses the assignment objectives, demonstrates a sound and coherent methodology, and proposes feasible and context-appropriate approaches. Particular attention will be given to the clarity, structure, and rigor of the proposed evaluation design, as well as the bidder’s ability to articulate practical and ethical data collection methods. Excellent written and spoken English skills are required to ensure high-quality reporting and effective communication with stakeholders.

Additionally, applicants must demonstrate a strong understanding of key safeguarding issues relevant to the assignment, along with proven experience in designing and implementing monitoring and evaluation activities that protect the safety, dignity, and rights of vulnerable participants.

PIN Standard Scoring System	
Score	Benchmark
5	Excellent response with no weaknesses shown and exceeds the requirement - also provides comprehensive, detailed, and convincing assurances that the services will be delivered to an excellent standard
4	A very good response that demonstrates real understanding and fully meets the requirements - offers assurances that the service delivered will be of a high standard
3	A satisfactory response which demonstrates a reasonable understanding of the requirements and gives reasonable assurance of delivery of services to an adequate standard, but does not provide sufficiently convincing assurance to be able to award them a higher mark
2	A response where reservations exist - lacks full credibility/convincing detail, and there is a significant risk that the response will not deliver/be successful
1	A response where serious reservations exist - the may be because, for example, insufficient detail is provided and the response has fundamental flaws, or seriously lacks credibility with a high risk of non-delivery
0	Response completely fails to address the criterion under consideration

#### CVs of the Project Evaluation Team (10% out of 70%)

The CVs will be evaluated based on the relevance of team members' experience, including proven expertise in quantitative and qualitative research, strong analytical and report-writing skills, and experience formulating actionable recommendations. Candidates must demonstrate relevant subject matter knowledge (children, education, disability, and gender) and solid country experience. Excellent written and spoken English is mandatory, while Dari and/or Pashto proficiency will be considered an advantage. A clear understanding of safeguarding principles and experience in applying them in M&E activities is also required.

PIN Standard Scoring System	
Score	Benchmark
5	Excellent quality with no weaknesses in standard shown and matches or exceeds the quality requirement
4	A good standard quality, meets the requirements
3	A satisfactory quality which demonstrates reasonable level of standard but does not meet the requirements in some areas
2	A quality where gaps exist - lacks good level of standard and there is a significant risk that quality requirement will not be met
1	A quality where serious gaps exist - lacks in meeting the requirements
0	Failing quality

## 7. OTHER PROVISIONS

As PIN carries out the procurement procedure for the total amount of the contract including the possible amendments, PIN reserves the right to **repeat the purchase or renew the services/works** with the winner of this tender. This option to extend shall be stated in the contract and cannot exceed the duration and the value of the original contract.

Further negotiations with a bidder about price and conditions are allowed if the negotiation is directed at making the bid more favourable for PIN.

In justified cases after receiving bids and/or during the negotiation (especially if it becomes apparent, that none of the bidders can execute the contract to its full extent) is PIN entitled to split the contract between two or more bidders so, that each of them will supply part of the contract. This decision must be announced to all bidders so, that they have a chance to modify their bids.

In case the winning bidder fails to fulfill the concluded contract and PIN terminates the contract within the period of 15 days of the contract going into effect, PIN reserves the right to **further negotiate** with the second-best bidder, possibly other bidders (according to the order in which their offers were evaluated). If the period of 60 days has elapsed, a supporting market assessment must be made.

In case the winning bidder fails to provide PIN the necessary cooperation to conclude the contract within the period of 15 days upon the tender results notice, the PIN can **further negotiate** with the second-best bidder that shall be considered the winning bidder. Should they fail to conclude the contract with the second-best bidder within 5 days following the notice, PIN is allowed to cancel the tender.

Tenderers will be notified about the results of the tender via **e-mail**, within 5 working days after the termination of the tender.

## 8. SUMMARY OF REQUIREMENTS ON TENDER OFFER

**The tender offer** (bid submitted by the bidder) **shall consist of the following documents:**

No.	Document	Remarks
01	<i>Technical Offer with detailed response to the TOR (Annex 1).</i>	<i>filled, signed and stamped</i>
02	<i>Eligibility Sworn Statement (Annex 2)</i>	<i>filled, signed and stamped</i>
03	<i>Quotation Form (Annex 3)</i>	<i>filled, signed and stamped</i>
04	<i>Previous Experiences Summary Table (Annex 4)</i>	<i>filled, signed and stamped</i>

05	Copy of <b>previous Contracts</b> of evaluations listed in Annex 4.	
06	Copy of <b>previous Evaluation</b> reports of evaluations listed in Annex 4	
07	CVs of the full Evaluation Team as per Technical Offer (01)	

# PART 2: TERMS AND CONDITIONS

## 1. EXCLUSION AND DISQUALIFICATION

1. PIN shall **exclude from the tender any offer of a bidder** falling into any of the following cases:

- a) They are **bankrupt** or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) They or persons having powers of representation, decision-making or control over them have been **convicted of an offence** concerning their **professional conduct** by a judgement that has the force of res judicata;
- c) They have been **guilty of grave professional misconduct** proven by any means that the contracting authority can justify;
- d) They have **not fulfilled obligations relating to the payment of social security contributions** or the **payment of taxes** in accordance with the legal provisions of the country in which they are established or those of the Czech Republic or those of the country where the contract is to be performed;
- e) They or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata **for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity**;
- f) They do **engage in the employment of children**, disrespect basic social rights and working conditions based on international labour standards;
- g) They have **engaged in the trafficking in persons** and have **provided any support** (direct or indirect) of **terrorism**, including the financing of terrorism, or transactions with persons connected with terrorism;
- h) They are currently subject to an **administrative penalty** imposed by donor or have been listed by the donor as **ineligible** for participation in award procedures financed by donor's money;
- i) Candidate might be excluded on the basis of another procurement procedure or grant award procedure financed by PIN or donor of the project, under which they have been **declared to be in serious breach of contract** for failure to comply with their contractual obligations;
- j) They or any of their employees, associates or other persons related to them provided technical assistance to PIN under that same procurement procedure.

Points (a) to (d) do not apply to the purchase of supplies on particularly advantageous terms from either a Service Provider which is definitively winding up its business activities, or the receivers or liquidators of a

bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

Bidders shall declare they are in none of the situations listed above by the signature of the **Sworn eligibility statement** form.

2. Offers of bidders shall be **disqualified** from the tender who, during the procurement procedure:
  - a) The bidder is subject to a **conflict of interest**;
  - b) bidder has **not stated facts** or has misinterpreted information required by PIN, or fails to provide timely such information or to provide required documents stated by PIN as a condition for participation in the tender;
  - c) **The bidder does not meet the PIN qualification criteria** or requirements stipulated in the tender documentation.
  - d) The bidder has fulfilled the exclusion condition mentioned above in the preceding article (Part 2, Article I.), points c) or i) **during the last 2 years** prior to the launch of the tender.

## 2. CODE OF CONDUCT FOR SERVICE PROVIDERS

In addition to the above conditions for disqualification, the Code of Conduct for Service Providers defines all areas that PIN expects all of its Service Providers at minimum to respect, and operate in ways that meet fundamental responsibilities in human rights, labor, environment, and anti-corruption. The Code of Conduct is defined by the Ten principles of the UN Global Compact<sup>1</sup>:

- Support and respect the protection of internationally proclaimed human rights;
- No involvement in human rights abuses;
- Freedom of association and recognition of right to collective bargaining;
- Employment is freely chosen, not forced or compulsory;
- No exploitation of children and child labour;
- No discrimination in respect of employment and occupation;
- Support a precautionary approach to environmental challenges;
- Accept greater environmental responsibility promotion;
- Encourage the development and spread of environmentally friendly technologies;
- Adhering to the highest standards of ethical conduct behavior, including: working against corruption and all its forms, conflict of interest disclosure, and respect to local laws.

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<sup>1</sup> For more information, see <https://www.unglobalcompact.org/what-is-gc/mission/principles>

### 3. INSTRUCTIONS FOR PROCEDURES IN SPECIFIC CASES

PIN may cancel the announced tender or not conclude the contract with the winning bidder in the following cases:

	Case	Procedure
a)	PIN has <b>not received any bid</b> , or none of the bids received was <b>qualitatively and/or financially worthwhile</b> or <b>all the bids</b> received have been <b>disqualified</b> from the tender	PIN has the <b>right to cancel the tender and use a less strict rule/procedure. Application of a less strict rule/procedure must be described, justified, approved by the RDD CP PO / HRD Head of Regional Office / Section Director and archived in ELO in agenda 4 – Procurement.</b>
b)	<b>Major discrepancies have been found in the Tender Notice</b> or other supporting documentation of the tender;	PIN has the right to <b>cancel tender and announce a new tender</b>
c)	<b>Serious circumstances</b> have occurred during the tender which prevent PIN to continue the tender	PIN has to <b>cancel tender and announce a new tender</b>
d)	<b>Only one bid</b> , complying with the tender conditions, has been submitted	PIN has the <b>right to cancel tender and use a less strict rule/procedure. Application of a less strict rule/procedure must be described, justified, approved by the RDD CP PO / HRD Head of Regional Office / Section Director and archived in ELO in agenda 4 – Procurement.</b>
e)	The winning <b>bidder refuse to sign contract with PIN, fails to fulfil concluded contract with PIN, have not stated true facts</b> in their bid or their bid is at <b>dumping price</b> or otherwise <b>jeopardizes free competition</b> in the market (e.g. forbidden Service Provider agreements, cartels, abuse of the leading position in the market).	PIN is entitled to either <b>accept the bid of the bidder whose bid has ended at the second or other places or cancel the tender and announce a new tender</b>

## 4. GENERAL CONDITIONS

1. The **bidder shall bear all costs** associated with the **preparation and submission of the Tender**, and PIN will in no case be responsible or liable for such costs.
2. **By participating in the selection process**, the bidder hereby declares and warrants that has seen and understood the terms of the below mentioned **policies** and it complies and shall comply with all applicable terms and conditions specified therein:

PIN Policy on Ethical Conduct, PIN Code of Conduct, PIN Anti-Corruption Policy and other related policies referred to therein, which are incorporated by reference and represent an integral part of this tender notice. Electronic copies containing the complete text are available at:

[www.clovekvtisni.cz/policies](http://www.clovekvtisni.cz/policies)

3. The bidder will immediately and without undue delay inform PIN of any event which interferes or threatens to materially interfere with this Tender notice, including suspicion of or actual fraud, corruption, bribery, theft, terrorist financing or other misuse of funds. Such information should be passed in the first instance to [fraud@peopleinneed.cz](mailto:fraud@peopleinneed.cz).

**All information will be treated with the upmost confidentiality. Information can also be reported directly to the PIN programme team where appropriate; these will be immediately passed on to the above-mentioned e-mail address.**

4. In case additional supplies/services/construction works would prove to be necessary for finalization of the activity for which this tender is organized, PIN reserves the right to procure them from the winner of this tender. The potential option of the contract extends for a value and duration wouldn't exceed the value and the duration of the initial contract awarded under this tender.
5. When processing any personal data of PIN, the bidder shall comply with the applicable personal data protection laws, including the EU General Data Protection Regulation (GDPR). In case the bidder processes these data on PIN's behalf and according to its instructions, the bidder undertakes to enter into an additional Data Processing Agreement as per Article 28 of the GDPR.

In case the bidder is seated outside of the European Economic Area, the Service Provider undertakes to comply with the standard data protection clauses required for such data transfers as per Article 46 par. 2 lit. c of the GDPR.

6. PIN reserves the right to cancel the tender without giving any reason.

**List of annexes:**

Terms of References (Annex 1)

Sworn Eligibility Statement (Annex 2)

Quotation form (Annex 3)

Previous Experiences Summary Table (Annex 4)

<b>On behalf of People in Need</b>	
<b>Full name</b>	
<b>Position</b>	
<b>Date</b>	
<b>Signature</b>	