



جمهوری اسلامی افغانستان  
وزارت مخابرات و تکنالوژی معلوماتی

د افغانستان اسلامی جمهوریت  
دمخابراتو او معلوماتی تکنالوژی وزارت



Islamic Republic of Afghanistan  
Ministry of Communication and IT

برنامه آسان خدمت  
(One Stop Shop)

(CONSULTING SERVICES – FIRMS SELECTION)

**Country:** Islamic Republic of Afghanistan

**Assignment Title:** Lot Audit for mobile salary payments in ministry of education

**Duration of Assignment:** 9 Months

**Implementing Agency:** Ministry of Communication and information technology (MCIT)

**Duty Station:** Kabul, Afghanistan

**Contract Type:** Unite price

**REoI Reference No:** MCIT/AK/97/CS-013/QCBS

## 1. Background

Asan Khedmat is a one-stop shop for public services of Afghanistan established in July 2016, under the auspices of the Ministry of Finance (MoF). It is aiming at simplifying public services provided to businesses and population of Afghanistan.

Now The MSP project will be operating Under Ministry of Communication and information technology/Asan khedmat.

Mobile Money is a fast, simple, convenient, secure and affordable way of transferring money,

Mobile Salary payment project is a currently a strategic Concept by MOF in Afghanistan to advance mobile solutions and close the gaps that hold back access and uptake of mobile technology. The project supports broad-based coordinated action by a range of market stakeholders

Including governments, mobile service providers, and their customers.

MSP is designed to initiate and support game-changing interventions to support mobile money, mobile access, and mobile data collection and dissemination.

MSP purpose and anticipation is to achieve optimum target all-around of Afghanistan, to have full transparency, accountability & assurance in implementing MSP project

MSP Startup- work will cover 148,000 employees of Ministry of Education who are based kandahar, Nangarhar, Parwan, Herat, Balkh, Badakhshan, Paktia, Takhar, Khost Laghman and Kabul, Provinces. These employees work at numerous schools in mentioned provinces, all employees will begin receiving mobile salary payments immediately after registration according to the work plan.

## 2. Introduction

Asan Khedmat is collecting information from all MoE employees in the three provinces of kandahar, Nangarhar, Parwan, Herat, Balkh, Badakhshan, Paktia, Takhar, Khost Laghman and Kabul. According to payroll data, the total number of MoE employees currently working in these eleven provinces is approximately 148,000. These employees are distributed across schools and other MoE facilities (including approximately 7,549 schools, 11 provincial offices and 173 district offices). The information gathered during collection will be used by mobile network operators contracted by the government to issue mobile salary payments to Ministry of Education (MoE) employees.

government to issue mobile salary payments to Ministry of Education (MoE) employees.

Audit Service Provider proposes to audit the initial data collection conducted Asan Khedmat and its partners. The audit service provider will return to a selection of the sites, do monitoring and evaluations including the information, at three different steps of MoE employees who have already been visited by Asan Khedmat or its partners. Specifically, the audit service provider will observe, survey and reports the data collected by Asan Khedmat and its partners:

- 1) Collected information about registration Observation, disbursement observation and satisfactory assessment included:
- 2) Twenty Open-ended and close-ended questionnaires, Photos, Global Positioning System (GPS) and phone number.

### Objective of the assignment

1. **Auditing:** Auditing activities will occur in a representative and randomly selected sample of at least 10% of schools at districts level with appropriate sampling for direct observation of registration process, 10% of schools at districts level with appropriate sampling for disbursement process and 10% of schools at districts level with appropriate sampling for satisfactory assessment where collections takes place. Auditing should occur at random and unannounced times, with auditors not necessarily identifying themselves as such. This will allow auditors to observe the collection process as it exists in sit.

The activities carried out by the auditors will be of three types:

- 1) **Observation of Registrations:** Auditors will observe and record how the collection takes place and will determine whether the quality of the collection process is satisfactory or not.
- 2) **Observation of disbursement:** Auditors will observe and record how the disbursement takes place and will determine whether the quality of the disbursement process is satisfactory or not.
- 3) **Satisfactory assessment:** Auditors will take satisfactory assessment from the 10% of schools after two months of disbursement in the area.

### 3. Scope of the services

The auditing shall be conducted at 3 levels.

- 1) First, the audit service provider will observe and record how the collection takes place, and will determine whether the quality of the registration process is satisfactory or not by observing partners of Asan Khedmat during the initial collection period (ca. 10%) of schools at districts level with appropriate sampling.
- 2) Second, Audit: Audit service provider will observe and record how the disbursement takes place, and will determine whether the quality of the disbursement process is satisfactory or not by observing partners of Asan Khedmat during disbursement period (ca. 10%) of schools at districts level with appropriate sampling.
- 3) The audit service provider shall systematically conduct the satisfactory assessment and randomly selected sample of at least 10% of schools at districts level with appropriate sampling of the schools where collection takes place.
- 4) Further information in the scope of services, can access the TOR under the above mentioned assignment little reference number on the website: [www.npa.gov.af](http://www.npa.gov.af)

### 4. Qualification Requirements/Short listing Criteria:

- 1) Business License
- 2) At least one references for implementation of similar projects from the past clients involving collection of data in the field from at least 5,000 respondents;
- 3) Provide evidence that the bidder is able to collect data using both paper and pencil and computer, tablets, or mobile phones devices. Specifically, the bidder should provide evidence of successfully completing a prior data collection effort on a similar scale.
- 4) Provide evidence that the bidder is able to ensure privacy and protection of the individuals' data. Specifically, the bidder should provide evidence of successfully completing a prior data collection effort on a similar scale with no issues related to privacy or protection of individuals' data.

**The short listing criteria are:**

- 1) A proven experience at least three years and sound expertise in Auditing projects;
- 2) At least one references for implementation of similar projects from the past clients;
- 3) Proposed team of experts with their qualifications in this field;

### 5. Special requirements for Consultants working in Joint Venture, Consortium or Association:

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 partner and state the composition and nature of their association (JV/ sub-consultant) in their EOI.

In case associations between the firms are in the form of JV, the following requirements will strictly apply:

- Only the firm meeting above criteria substantially shall act as the Lead Partner of the JV. In case, more than one firm meet the above criteria substantially, any of those firms can act as the Lead Partner
- The Consultant should specify which firm in the JV would provide the required Key Staff and how that firm is competent to provide such a Key Staff.

There is no such requirement if the association is in the form of sub-consultancy.

## **6. Legal References**

The attention of interested Consultants is drawn to Chapter 4 of Procurement Procedures: *Process of Request for Proposal, Saratan 1395*. In addition, please refer to the following information on conflict of interest related to this assignment as *Rule 112 of Procurement Procedure*: All procurement employees, Evaluation Committee, Opening Committee, Award Authorities, Members of National Procurement Commission are required, Prior to start or approval of any type of Procurement Activities; in Case of Conflict of Interest, Should declare their state of Conflict of Interest. The consultants are also required to maintain high standard ethics throughout the procurement process.

The consultants can download the Public Procurement Law and Procedures from: [www.npa.gov.af](http://www.npa.gov.af).

## **7. Method of Selection**

A Consultant will be selected in accordance with the **QCBS** set out in Rule 59 of Procurement Procedures.

## **8. Submission of EOI**

**Publish Date:** January 6,2019

**Closing Date:** January 21,2019

**Bidding Number:** MCIT/AK/97/CS-013/QCBS

The Ministry of Communication and IT (MCIT) invites from all eligible and qualified companies to take part in bidding process of (Lot-Audit/Monitoring and Evaluation Services for Asan Khedmat Mobile Salary Payment) project. Interested companies can download the bidding documents (REOI,TOR) from formal website of MCIT ( [www.mcit.gov.af](http://www.mcit.gov.af)) ([www.npa.gov.af](http://www.npa.gov.af) ) or visit the Consultancy Procurement Unit at 14th floor of MCIT building and also can receive the bid document by requesting from Email Address ([amanzafar23@gmail.com](mailto:amanzafar23@gmail.com)) . The deadline for submission of (EOI) will be on Monday January 21,2019 by 4:00 PM Kabul local time

**The consultants are encouraged to submit their EOI within the limit of 40 pages maximum.**

Further information in respect to this REOI can be obtained at the address below by email or in person during office hours [08:00 AM -04:00 PM].

[khalil.popal@asan.gov.af](mailto:khalil.popal@asan.gov.af) , [khyber.seddiqi@mcit.gov.af](mailto:khyber.seddiqi@mcit.gov.af)