



Caritas Germany
Country Office Afghanistan
House 7, Street 7, Taimani, PD 10
Kabul, Afghanistan

RFQ for English Language Teaching Programme

Caritas Germany is supporting Afghan NGOs since 1984 and established its own office in 1994, with programming focused primarily on water, sanitation and hygiene (WASH); food security; nutrition; disaster risk reduction; emergency response; and psychosocial support.

Based on its policies, Caritas Germany INGO actively supports the capacity building of its support staff in learning English so that they can perform their daily tasks effectively.

Caritas Germany is looking for a qualified English language teacher to give English language course to support staff.

The English Language Course requirements are as below:

1. **No Participant:** The course will be for a maximum of 13 persons (support staff, guard, driver, cleaner, and cook).
2. **Duration:** 12 months
3. **Location:** Caritas Germany office in Kabul
4. **Course days:** The Course will be held from Sunday to Thursday, five days a week.
5. **Time:** The course will be for one hour in the afternoon from 30:30 to 04:30 in the winter and from 04:00 to 05:00 in the summer.
6. **Fees:** The fee will include the wage of the teacher and material cost.
7. **Payment:** The payment will be made monthly; at the end of each month, the education center will provide a receipt. The payment shall be done through bank to the bank account or cheque.
8. **Schedule:** The education center should share their schedule or program syllabus.
9. **Online class:** If it is possible, the teacher should provide the online class for those who cannot participate in the class occasionally.
10. **Teacher qualification:** The teacher should have a bachelor's degree in English language and five years of teaching experience.
11. **Evaluation:** After two months, the course will be evaluated by the COA management team.
12. **Cancelation of the contract:** If the parties want to cancel the contract, they should inform each other one month in advance.

Application Procedure

Interested candidates should submit their offer including the following information:

- a. Presentation of education centre firm, mentioning qualifications and experience teaching.
- b. Proof of registration with relevant gov department.
- c. Information of teacher (CV and Diploma)
- d. Detail of syllabus

A scan of the signed offer on official letterhead has to be delivered via email to Caritas Germany Country Office Afghanistan to jobs@caritas-germany.af

Deadline for submission of the proposal: Wednesday 12th January 2024

Interested service providers are invited to submit their request, syllabus, legal certificate and accompanied by a cover letter with mention of three references to email:
jobs@caritas-germany.af