



**د افغانستان لپاره د بیا ودانولو او پرمختیا اداره**  
**اداره انکشاف و بازسازی برای افغانستان**  
**Agency for Rehabilitation Assistance & Development**  
**of Afghanistan (ARADA)**

**Training and Capacity Building**  
**Expression of Interest (EOI)**

Organization: ARADA

EOI No: AR-HR-EOI-001-24



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### Expression of Interest (EOI) for Training and Capacity Building Services

**Organization:** Agency for Rehabilitation Assistance & Development of Afghanistan (ARADA)

**Date:** 6th January 2024

Dear Training Firms/Consultants,

ARADA is seeking expressions of interest from qualified and experienced training firms or consultants to provide training and capacity-building services. This EOI aims to identify potential service providers who can develop and execute a comprehensive training program to enhance the skills and knowledge of our staff members.

#### **BACKGROUND:**

ARADA is a non-governmental, non-political, non-profit humanitarian organization. With over three decades of experience in emergency response projects, development assistance, and services to vulnerable populations in Afghanistan and Pakistan, ARADA is committed to promoting capacity building and growth through the development of appropriate policies and regulations.

#### **OBJECTIVE:**

The objective of this training and capacity-building initiative is to equip our staff members with the necessary skills to perform their job roles effectively. We aim to strengthen job skills and knowledge, improve operational efficiency and productivity, and implement advanced techniques and best practices. Additionally, we seek to develop a robust framework for goal setting and objective tracking, provide comprehensive training opportunities, ensure a safe work environment, and enhance the capacity of our team members to deliver high-quality services.

#### **SCOPE OF WORK:**

The selected training firm/consultant will be responsible for:

- Developing and delivering a training program based on the identified learning objectives.
- Implementing participatory and interactive learning methodologies.
- Conducting training sessions for FM, TLs, QAs, M&E, management, and operations staff from both the Kabul headquarters office and provincial offices.
- Delivering virtual Business English Language coaching classes.
- Providing training materials, including manuals, presentations, handouts, and videos.
- Preparing a training report highlighting achievements, evaluation findings, and recommendations for improvement.
- Timeline:



- The training and capacity building program is tentatively scheduled to be conducted from **January 2024 to April 2024**. The specific dates and duration will be finalized in consultation with the selected service provider.

## SUBMISSION OF EOI:

Interested training firms/consultants are requested to submit their expression of interest, including the following information:

1. Company profile, including relevant experience and expertise.
2. Overview of past training projects and their outcomes.
3. Team composition and qualifications.
4. Please submit your EOI in **PDF format** via email to [procurement@arada-af.org](mailto:procurement@arada-af.org) no later than **January 08, 2024**. The subject line of the email should be "EOI for Training and Capacity Building Services - ARADA."

ARADA will review the received EOIs and shortlist potential service providers for further evaluation and selection.

We look forward to receiving your expression of interest and partnering with a qualified training firm/consultant to strengthen our team's capabilities and contribute to our organization's success.

Sincerely,

**ARADA**  
**HR Department**

Mobile: +93799708570

E-mail: [info@arada-af.org](mailto:info@arada-af.org)

Address: House# 29, Street# 3, Adjacent to Kabul University, Jamaal Meena, District# 03, Kabul, Afghanistan

Agency for Rehabilitation Assistance  
& Development of Afghanistan  
(ARADA)

[info@arada-af.org](mailto:info@arada-af.org)  
[www.arada-af.org](http://www.arada-af.org)