CARE International in Afghanistan

Health Equity and Right Program (HERP)

Sub: Project Staff Capacity Building

Service Request for Organizing a Five-Days Training on “**Project Management, Team Building & Leadership”** outside CARE Office (source out) by an expert entity/consultation firm.

**Expected Date:** The training event is expected to be organized during 1st or 2nd week of January 2024

**Duration of the training:** Five working days

**Total number of participants:** 16-18 (both male and female)

**Terms of Reference (TOR) and Scope of Work**

**Scope of Work:** Facilitation of an active interaction-based training on “Project Management, Team Building & Leadership” for mid-level project management staff (Project Manager, Project Supervisor, Field Supervisor, Senior Health Trainers & M&R officers from Khost, Paktia, Balkh & Kabul. The total number of participants will be around 16-18 and the duration of the training will be five working days. The consultancy is expected to budget and manage accommodation/space to stay (during the daytime) for Maharam (4-6 women accompaniers) – recommending that accommodation venue to be within the same premises the training will be organized or an adjacent location in addition to all other expenses like stationery, lunch and refreshment, training materials handouts, venue charges, consultation fee etc. In short, the applicant agency will provide lunch and refreshment to all participants and Mahram during the training period of five days in addition to other training specific costs mentioned above (contents, amount and cost for lunch & refreshment should be reflected in the quotation).

**Specific Terms of Reference for Training Entity/Consultation Firm Selection**

* The applicant agency should have an active office in Kabul with a team of expertise to facilitate the training.
* The applicant should have at least five years’ relevant experience in organizing such training events within or outside the country.
* The selected entity/institute/consultancy firms is expected to share a concise & comprehensive training schedule with clarification regarding the chronological order/sequence of topics, duration of each session, teaching methodology etc.
* The proposed training sessions should be facilitated by an expert TRAINER in the field of project management, team building and leadership skills particularly with prior personal knowledge and experience of conducting such events in the recent past.
* The training venue should be organized and well-equipped with training aid material including regular power & heating system, enough tables and chairs, audio & video devices (digital projector, computer, mics & speakers), clean toilets & washing facilities, separate corner for male and female praying and lunch/refreshment to maintain required privacy,
* The selected entity/institute/consultancy firm is bound to provide all required training materials, supplies and daily-use items to all training participants in enough amount and with good quality including lunch & refreshment, stationery, training handouts (hard/soft or both) etc.
* The selected training entity/consultancy is responsible to accommodate (provide some space or a corner) Mahram (guardians) of the female staff (around four) and under five children (two or three) after receiving the list and personal profile from CARE Kabul Office during the project period within or near to the training venue as per given context and privacy requirements.
* CARE Afghanistan requires a concise and comprehensive training report with participants list, pictures, pre & post test results, training evaluation result and other details immediately after completion of the report and before payment.
* Overall training management, security and coordination with relevant government entities remain the responsibility of the selected entity/institute/consolation firm while during the training period of five days, CARE Kabul office will share the list and personal information of all participants at least two-three days in advance to the selected training entity.
* CARE Kabul office will take responsibility of daily pic and drop of the participants to the training venue and accommodation of the field staff as per organization security and administration policy.