CARE International in Afghanistan

Annex # 3

Area Based Approach to Development Emergency Initiatives II (ABADEI 2.0)

Terms of Reference for Community based TVET

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| **Project Title** | Support Community Livelihoods, Climate Proofing of Critical Infrastructure for Human Security in Afghanistan - Central and South-eastern Regions- ABADEI Phase II Program |
| **Project code (FC/AID)** | US3MI – UNDPAF0007 |
| **Budget manager** | Mohammad Tahir Roozi |
| **Project start and end data** | April 2023- Mar 2024 |
| **Date of the TVET training** | November 2023 to January 2024 |
| **Type of training** | Community based TVET |
| **Location of the survey** | **Kabul** (Kabul city, Bagrami, Deh sabz, Guldara, Khaki jabar, Nusahi and Paghman), **Kapisa** (Mahmood Raqi, Alasay, Kog Band, Nijrab and Tagab), **Khost** (Sabari, Musakhail, Terezai, Nadershakot and Qalandar), **Paktya** (Zurmat, Chankani, Dandwa Patan, Jaji Aryoub and Laja Amarkhel) and **Ghazni** (Qarabagh, Deh Yak, Andar, Khugyani and Ghazni Center) |
| **Attached documents** | Result framework, work plan and Project proposal |

1. **Introduction**

CARE is a non-governmental, non-political, non-profit, non-partisan and non-sectarian humanitarian organization, extending its relief and development assistance to those in need. CARE International in Afghanistan is a humanitarian and developmental organization that has been operational in Afghanistan since 1961. CARE in Afghanistan has been working in various sectors such as humanitarian, education, health, and rural development, sustainable livelihood, women economic empowerment, and inclusive governance. CARE has received funding from UNDP to implement ABADEI Phase II project to Support Community Livelihoods, Climate Proofing of Critical Infrastructure for Human Security in Afghanistan in targeted locations detailed above. The overall objective of the project is to support a localized, integrated response to the multiple socio-economic needs of the most vulnerable to strengthen local community socio-economic resilience and recovery for achieving outcome in the following four key outcome areas:

* Support women and girls to access community- based TVETs. Number of female students trained for demanded specializations through community-based technical and vocational training (TVET) opportunities)
* Provide business grants and technical business development support to women-led formal and informal local businesses.
* Design and provide Cash- for- Work (CfW) interventions through targeted community-led projects (such as basic infrastructure rehabilitation, and civil works projects) to enhance household livelihoods.
* Rehabilitation and equipping of public markets and community production facilities.
* Two provincial hospitals (1 in Kabul and 1 Kapisa) upgraded with solar and digital solutions.

Through this project, CARE will reach a total of 131,000 (F 86,508, M 44,507) beneficiaries in the five target provinces.

1. **Purpose of the assignment**

The overall purpose of the assignment is to provide community based Technical and Vocational Education Training and Job Placement Services for 400 beneficiaries in the provinces of Kabul, Kapisa, Paktya, Ghazni and Khost. Specific objectives of the assignment include:

* Develop curriculum and training packages for the project participants.
* Conduct ToT for professional trainers.
* Conduct 2 – 3 months of TVET training for the project participants.
* Provide training completion certificates to the trainees.
* Assist in provision of training assistance package to the beneficiaries.
* Document success stories.

1. **The assignment**

CARE International in Afghanistan is implementing UNDP funded Area Based Approach to Development Emergency Initiative – II (ABADEI 2.0) project in the urban and semi-urban areas in five provinces of Afghanistan with the goal of enhancing local livelihoods. The assignment focuses on creating sustainable jobs and increase marginalized population participation in the mainstream, formal economy. Under this assignment the bidder (firms & consultancies) will be responsible for the reformation of existing Technical Vocational Education and Training curriculum and materials for the skills of women handicraft, tailoring, baking, bee keeping, embroidery, food processing, carpet weaving, poultry and other relevant trainings.

Some of proposed vocational occupations are listed in below table. Nevertheless, the bidder can propose any other labor market demand-based vocational occupations in compliance to underneath format.

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| --- | --- | --- | --- |
| No | Vocational Training | Descriptions | Duration/Month |
| 1 | Carpet inweaving | The duration covers both theoretical and Practical training | Three months |
| 2 | Handicrafts | The duration covers both theoretical and Practical training | Three months |
| 3 | Tailoring | The duration covers both theoretical and Practical training | Three months |
| 4 | Bee keeping | The duration covers both theoretical and Practical training | Three months |
| 5 | Embroidery | The duration covers both theoretical and Practical training | Three months |

The bidder will provide training materials (complete package) to each individual based on tailored curriculum and also, professional, appropriate and equipped training centers will be organized for trainees in all target communities.

The reformed curriculums will be implemented based on each occupation skills learning required duration (from 2- 3 months and is non-extendable) to project’s identified targeted groups (Girls and women including IDPs, Returnees, host communities and other marginalized population) as well as communication and coordination with stakeholders and potential employers (including private and public industries) for graduates’ market linkage with existing and newly supported MSMEs will be carried out by the bidder.

The bidders will be responsible for providing required facilities such as refreshment, transportation, hall heating, cooling, and equipment for each vocational training during the training.

Bidder will be responsible to facilitate apprenticeship, internship and entrepreneurship for the trainees in target provinces.

The reformed/adopted curriculums will be implemented in five provinces Kabul, Kapisa, Paktya, Ghazni and Khost for 400 participants to project targeted groups.

1. **Scope of the assignment**

CARE is looking for a partner to deliver Community-Based TVET. The successful partner will be expected to deliver the following:

* Using the recommendations from market assessment report and already identified vocations, the firm/consultancy will carry out a rapid need assessment for each community to select the most appropriate vocation from the proposed list identified vocations. The needs assessments should be conducted in close cooperation with the local private sector able to provide job opportunities, Community Development Councils (CDCs), and other interested stakeholders. The vocational training topics should be based on actual demand in the market and TVET specifications in Afghanistan. The training can be community or home-based and the approach should be proposed by the firm/consultancy.
* Develop a methodology with a specific timeframe for conducting the vocational training for the identified group of women in targeted communities. The methodology should include marketing, business management, and promotion of products in the markets as part of the training program.
* The methodology should include follow-up support and further assistance to the beneficiaries of vocational training. The methodology, curriculum, and agenda for conducting the vocational training should be based on informal TVET standards and should be discussed and agreed upon with CARE. Based on the rapid assessment findings and vocational topics demand, the partner will develop a localized tailor-made market-oriented curriculum for each vocational occupation. Apart from TVET occupation theory and practical training, trainees should receive employability skills training, including leadership, knowledge, attitude, and practice (KAP) training, learning skills, literacy, numeracy, and digital (LLND) skills along with self-confidence building.
* Training will help the trainee to easily find jobs and build their link with the job market. Occupational literacy should be part of the training program (particularly focused on rural women who do not have reading and writing ability).
* Select qualified professional women trainers/teachers and qualified facilitators for conducting technical vocational training in the selected districts and communities. The firm/consultancy should explore opportunities to involve trainers from the private sector company that will be able to connect with the market and promote products.
* Develop and conduct pre-and post-evaluation of skills and knowledge of the participants in the vocational training for women and girls. Develop a database of all training participants and track further employment/self-employment of beneficiaries and connection with markets to promote their products. The database should be agreed with CARE.
* A Training of Trainers (ToT) for forty teachers and trainers for ten days should be conducted for effective facilitation of community-based vocational technical training and education. The teacher should be selected based on the areas of interventions that will cover more beneficiaries. The ToT should cover new methods of adult education, business management and marketing of products.
* Conduct vocational training for 80 women in the districts of the Central region and 320 women in the districts of the South-eastern region. The vocational training should be designed for two to three months. The distribution of beneficiaries per provinces are as follows:

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| --- | --- | --- | --- | --- | --- |
| Provinces | Kabul | Kapisa | Ghazni | Khost | Paktia |
| **Number of women participants of the vocational trainings** | **30** | **50** | **70** | **150** | **100** |
| Carpet inweaving | 0 | 0 | 10 | 0 | 0 |
| Handicrafts | 10 | 0 | 10 | 0 | 0 |
| Tailoring | 10 | 50 | 50 | 40 | 60 |
| Bee keeping | 0 | 0 | 0 | 40 | 0 |
| Embroidery | 10 | 0 | 0 | 70 | 40 |

* Ensure coaching and mentorship for supported vocations at their workplace. Participants should receive certificates of completion upon successful completion of the number of training sessions.
* Provide refreshment and stationery for the trainees and trainers.
* Provide all required training materials (complete package) for each vocational skills trainees and trainers.
* Provide well equipped training centers/class with all vocational training required facilities.
* Document and communicate material for success stories from the community sessions, using agreed templates for recording success-story information.
* Develop a technical report on conducted activities capturing the lessons learned, recommendations, and best practices applied during the implementation process highlighting the achievements in terms of accelerating community engagement. The report should include the results of the pre-and post- evaluation and should include challenges, recommendations, lessons learned, and success stories.
* The lessons learned should be considered during the implementation of further vocational training.

1. **Deliverables**

The selected firm/consultancy is expected to deliver the following deliverables.

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| Activity | Duration | Performance conditionality |
| 1. The comprehensive methodology and curriculum developed for conducting vocational training. | 5 days | The comprehensive methodology and curriculum development approved by CARE. |
| 1. Pre- and post-evaluation of skills and knowledge of the participants of the vocational trainings for women and girls documented | 2 days | The documents receive and approve by CARE. |
| 1. Training of Trainers (ToT) for 40 teachers and trainers for 10 days. | 10 days | Training conducted and the report submit and approve by CARE |
| 1. 400 women trained on vocational training. | 2-3 months | Training conducted according to curriculum and approved methodology by CARE. |
| 1. Training Report | 2 days | Training report submitted and approved by CARE. |
| 1. Impact report | 3 days | Impact report submitted and approved by CARE. |

1. **Time frame**

The following tables explain the tentative timelines and milestones:

The consultant is required to undertake the exercise within a period of 5 working days after signing of the agreement. The timetable is as follow:

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| **Tasks/Deliverables** | **Period 1 November 2023 to 31 January 2024** | | | | | | | | | | | | |  |
| W1 | W2 | W3 | W4 | W5 | W6 | W7 | W8 | W9 | W10 | W11 | W12 | W13 | W14 |
| Consultant’s Kick-off meeting with CARE |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Review of ToR and projects documents. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Develop inception report and Methodology submit to CARE |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Submit curriculum, training materials and work plan to CARE |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Conduct ToT to trainers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pre- and post-evaluation of skills and knowledge of the participants |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Conduct TVET training to project participants |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Prepare and submit weekly progress report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Distribution of intervention assistance package (CARE will procure packages) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Submission of final report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| CARE to provide comments |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Incorporate comments and submit final draft version to CARE |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Evaluation Criteria**

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| **Evaluation Criteria** | **Maximum Points** |
| Adequacy of qualification and experience of the consulting firm for the assignment | 30 |
| Adequacy and quality of the proposed training plan in responding to the Terms of Reference | 20 |
| Adequacy of Qualification and Experience of the trainers | 20 |
| Certification from relevant authorities to deliver TVET related trainings | 30 |

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1. **Required External Response to Terms of Reference:**

CARE Afghanistan invites interested individuals and consultancy companies to submit the following documents.

The file should include response to the criteria as set in the “consultant eligibility criteria/requirements”.

1. A technical proposal  based on this Terms of Reference (ToR).
2. A clear methodology presenting the proposed management arrangements and organization of activities, the process/approach, tools and tasks to be implemented, in a clear, precise and succinct way;
3. A chronogram/ Gantt chart of schedule key activities, knowing that 3 months is the maximum time for task completion;
4. Brief team structure;
5. A detailed calendar work plan of the field mission, action and field work indicating staff-days required.
6. Specific roles and responsibilities of the team leader, supervisory chain and other core members of the team.
7. Detailed financial budget cost proposal in USD include all expenses with justification.
8. Updated CV of the Team Leader and other core members of the team.
9. The curriculum of the consultant or a profile of the consultancy firm, containing well detailed qualifications, experience and skills.
10. **Management and Reporting:**

This assignment will be managed by CARE FSL/Resilience program unit with the technical support of UNDP’s ABADEI project team members.

1. **Submission Guideline**

Interested firms and consultancy companies should send their application clearly defining their work approach and a proposed cost with the following reference “Providing Technical Vocational and Education Training” to CARE Afghanistan Procurement Department Head -

**Remember: Incomplete application files will be excluded and application that do not cover these requirements will not be considered.**