

Request for Proposal (RFP)

Opening Date: March 05, 2024

Closing Date: March 20, 2024

Subject: **Service Consultancy – Training on Leadership and Management in Emergencies**

The Organization:

Afghanaid is an International non-governmental organization (INGO) registered in the United Kingdom with the Charity Commission (Reg No: 1045348) and also as a Company Limited by Guarantee (Reg No: 3034888). Our UK registered office is at The Busworks, Omnibus, 39-41 North Road, London N7 9DP with head office in Afghanistan at House No 25, Street 3, Qala-e-Fathullah. Afghanaid has been working in the relief, rehabilitation, and development sector in Afghanistan since the early 1980s under a Memorandum of Understanding (MOU) signed with the Ministry of Economy, Government of Islamic Republic of Afghanistan (GoIRA). Afghanaid is an active member of the Agency Coordinating Body for Afghan Relief (ACBAR, based in Kabul) and British and Irish Agencies Afghanistan Group (BAAG, a London based network of British and Irish NGOs working in Afghanistan).

The Consultancy Assignment:

Afghanaid seeks the services of an individual consultant or consultancy agency to develop and deliver a training curriculum aimed at enhancing the emergency management and leadership capabilities of key Afghanaid personnel. The principal aim of this training initiative is to furnish project managers with requisite skills and knowledge to adeptly manage emergency situations.

The overall objective:

The training should focus on the following key areas:

- Grasping the principles of emergency management
- Formulating strategies for effective decision-making during emergencies
- Improving communication and coordination skills in crisis situations
- Building resilience and stress management techniques during emergencies
- Executing efficient emergency response plans
- Analysing and assimilating insights from past emergencies to refine future responses.
- Supporting staff members to cascade learnings in training programme during staff inductions.
- Strengthening staff capacity to respond promptly and effectively to emergencies.

The overall responsibilities of the consultant:

The consultancy, whether an individual or a firm, will be tasked with designing and delivering a comprehensive training curriculum on leadership and managing emergency management.

The consultancy will cover the following:

- Design a tailored training program aligned with the needs of project managers

- Development pertinent training materials, such as presentations, case studies, and practical exercises
- Delivering engaging and interactive training sessions
- Conducting assessments and evaluations to measure the training impact
- Providing post-training support, guidance, and recommendations as needed

Working days and timeline:

The development of the training curriculum will commence from the end of March 2024, as agreed upon with the line manager. The training programme is scheduled to span five days, with delivery slated for April 2024. The consultant is expected to furnish a detailed schedule delineating the topics and activities to be covered during the training.

Methodology and Deliverables:

The training should adopt a participatory and experiential learning approach, integrating theoretical knowledge with practical exercises and case studies. The consultant should incorporate various instructional methods, including group discussions, role-plays, simulations, and real-life examples.

The consulting entity, whether an individual or a firm, is expected to deliver the following:

- A comprehensive training curriculum outlining topics, learning objectives, and methodology
- Training materials, including presentations, hand-outs, and case studies, organised and accessible for participants
- Facilitation of the training programme, encompassing interactive sessions, group exercises, and role-plays
- Pre- and post-training assessments to evaluate participant learning outcomes
- A detailed training report summarising activities, participant feedback, and recommendations for future capacity-building endeavours.

Reporting line:

The consultant will report to the Training Manager, submitting regular progress reports detailing training development, delivery, and evaluation. A final report summarizing the training outcomes, participant feedback, and recommendations for future training initiatives must be provided.

Additional Information:

All travel and accommodation expenses related to the training for participants will be covered separately by Afghanaid. The consultant should provide a cost estimate for their services, venue (Hotel), stationary, food & refreshments and any additional costs incurred during the training.

Payment:

Payment terms and conditions will be outlined in the consultancy agreement between the Afghanaid and the selected consultant. The consultant should provide a cost estimate for their services, including any supplementary expenses during the consultancy assignment.

EXPERTISE REQUIRED

The firm or consulting team engaged for the impact study must provide evidence of the following qualifications and competencies:

Essentials:

- Demonstrated expertise in designing and delivering training programmes, specifically in emergency management
- Possession of a team with deep knowledge, relevant qualifications, and experience in emergency management
- Excellent facilitation and communication skills
- Proven track record of effectively engaging diverse participant groups from varied cultural backgrounds
- Proficiency in report writing and critical analysis of training programme success
- Previous experience in emergency programming, including preparedness and response, risk management, humanitarian logistics, interagency coordination, and cluster system
- Native or advanced English language proficiency
- Availability to develop and deliver the training within the specified timeframe (April 2024)

Desirable:

- Understanding of political and cultural sensitivities, with experience working and/or residing in Afghanistan
- Proficiency in Dari/Pashto languages
- Willingness to offer a charitable discount for consultancy services.

REQUIREMENTS FOR RFP:

1) Contact Information

Provide a Primary Contact Person, Company Name, Address, Phone Number, E-mail Address.

2) Background and Experience

- In detail, describe your methodologies for providing the deliverables listed in the ToR/assignment.
- Describe your organization's expertise and experience related to assignments with other NGOs by providing your clients' names, project details, location, total contract value, and other relevant information.
- Detailed background and qualifications of your team experts who will execute the assignment.

3) Key Staff/Lead Consultant

- Identify key staff that will be dedicated to providing this consultancy.
- Describe the education and experience of key staff relevant to the requested services.
- Team composition and time allocation

4) Consultancy Cost:

Provide a detailed budget for the consultancy services and a breakdown of consultancy costs for the overall assignment in USD.

CONTACT DETAILS & SUBMISSIONS

National/International firms that meet the above requirements should submit their proposals to jobs@afghanaid.org.uk by **4:30 pm (Kabul time) on 20th March 2024**, including the following as the subject line: **“RFP No. AAD-04-2024 Proposal for Training on Leadership and Management in Emergencies”**. Applications without the proper subject line or submitted after the deadline will not be considered. Each proposal should include essential components such as a company profile, technical proposal outlining how the proposed system meets Afghanaid's needs, financial proposal detailing costs and fees, and references of similar projects completed.

The application should include the following:

- A letter of interest including complete contact details, previous relevant experience and references
- Company profile/ Consultant CV
- Technical proposal outlining how the proposed system meets Afghanaid's needs
- Financial proposal detailing costs and fees

If you have any questions regarding this request for proposal, please email nhaddad@afghanaid.org.uk no later than **4:30 pm (Kabul Time) on 13th March 2024** so that we have time to respond to your request before the deadline for applications. Afghanaid welcomes questions pertaining to the scope of work, technical specifications, financial considerations, or any other aspects of the proposal. Clear communication is essential to ensure that potential vendors have a comprehensive understanding of the requirements and can submit well-informed proposals.

Electronic copies of the Proposals/Quotations in response to this request are to be submitted by **4:30 pm (Kabul Time) on 20th March 2024**.

Only qualified applications meeting the above criteria will be shortlisted. Due to the high volume of applications we receive, we are unable to respond to every application. If you have not heard from us within 2 weeks of the deadline, then you have not been successful for shortlisting.