



Terms of Reference (TOR)

Consultancy for Proposal and Technical Report Writing Trainings

Training Title:	Proposal and Technical Report Writing
Category:	Capacity Building
Duty Location:	Kabul, Kandahar, Balkh and Samangan
Type of Contract:	Consultancy
Duration of Assignment:	Two days
Number of Participants:	Kabul -12 , Logar- 10, Kandahar-12 , Balkh-12 and Samangan-10
Deadline for Quotation Submission:	Before 04:00 PM, Saturday, June 22, 2024

1. Background:

War Child Canada has been active in Afghanistan since 2001, expanding its programs to focus on child protection, mental health, education, and livelihood support. Following recent political changes, WCC's efforts have intensified, particularly in health services. Teaming up with UNFPA, they set up Mother and Child Health Centers in 2023 to cater to critical health needs. The Health and Protection Services for Vulnerable Adolescents in Afghanistan (HPSA) project, a crucial continuation, targets adolescents aged 10-18, especially survivors of BB violence. It emphasizes trauma-informed services, including psychosocial support and life skills training, involving NGOs partners for advocacy and intervention. By engaging NGOs partners, CBPM members and youth volunteer groups, the project aims to create resilient community structures to address abuse effectively and support vulnerable adolescents.

2. Objectives of the Training:

- Enhance participants' understanding of key Proposal and Technical Report writing principles applicable to the context of community-based projects.
- To develop participants' skills in crafting clear, concise, and compelling proposals.
- To provide practical strategies for identifying funding opportunities and tailoring proposals to meet the specific requirements of potential donors.
- To enhance participants' understanding of the proposal writing process and best practices to increase their success rate in securing funding.
- Improve participants' ability to effectively communicate complex technical information, enhancing their skills in conducting research and analysis, and developing their proficiency in writing clear and concise reports.
- Equip participants with the knowledge and tools necessary to produce professional-quality technical reports that meet donor standards and requirements.

3. Purpose and Scope of Assignment:

The purpose of this assignment is to conduct a comprehensive training session on Proposal and Technical Report writing for representatives from Non-Governmental Organizations (NGOs) partners actively engaged in the implementation of the Health and Protection Service for Vulnerable Adolescents in Afghanistan (HPSA) project within communities. The training aims to enhance the capacity and effectiveness of participants in managing and leading community-based projects, thereby contributing to the successful implementation and sustainability of the HPSA project.

The scope of this assignment includes the design, development, and delivery of a training session on Proposal and Technical Report writing tailored specifically for representatives from NGOs partners involved in the HPSA project. The training will cover key topics such as proposal writing skills, technical and narrative reports to the donors. The assignment will also involve creating a supportive learning environment that encourages knowledge sharing, networking, and continuous professional growth among participants. The training session will be interactive, engaging, and designed to build practical skills that can be directly applied to enhance proposal writing and technical report within the context of community development initiatives.

4. Target Participant:

The training session on Proposal and Technical Report writing will bring together 56 dynamic and dedicated representatives from partners Non-Governmental Organizations (NGOs) at middle and senior management levels from the vibrant provinces of Kabul, Logar, Balkh, Samangan and Kandahar. This diverse group of participants will come together to enhance their skills and knowledge in proposal and technical report writing, with a specific focus on driving the success of the health and Protection Services for Vulnerable Adolescents in (HPSA) project within their communities. The training will provide a unique opportunity for these professionals to collaborate, learn from each other, and gain practical insights and tools to lead their organizations and projects effectively.

5. Expected Deliverables:

The following deliverables are required under this assignment.

- Submit an inception report describing the training methodology and approach
- Develop a training program, and modules.
- Conduct and submit pre and post training assessment report.
- Deliver on-site training sessions.
- Provide relevant training materials and resources.
- Provide participants with certificates of participation.
- Post-training report including feedback analysis report on the exercises, recommendations, and next steps.
- The report should be submitted not more than 5 days after completion of the activity.

6. Desired Outcomes:

- Increased understanding and application of key proposal and technical report writing principles relevant to community-based projects among participants.
- Clear and concise communication of complex information, demonstrate critical thinking skills, attention to details, and adherence to professional writing standards.
- Detailed workplan, timeline and budget for project implementation.

- Cultivated a supportive learning environment that promotes knowledge sharing, networking, and continuous professional growth among participants to enhance their effectiveness in project management and leadership roles.

7. Duration of the Assignment:

The training session is scheduled to take place on June 26, 2024, and will span two days.

8. Required Expertise and qualification:

- Demonstrated experience in delivering training sessions on proposal and technical report writing.
- Strong communication and presentation skills.
- In-depth knowledge of proposal and technical report writing. principles relevant to community-based projects, strategic planning and decision making, collaboration within organization and with stakeholders, conflict resolution skills, monitoring and evaluation, ethical leadership skills, networking, community engagement, safety & confidentiality during project implementation.
- Previous experience working with CSOs, NGOs, Youth volunteer groups and community-based projects.
- Ability to facilitate interactive and engaging learning experiences.
- MBA, master's degree in management and finance or relevant qualifications or certifications in proposal or report writing skills.
- Familiarity with adult learning principles and methodologies.
- Ability to adapt training content to meet the needs of diverse learners.
- Strong organizational and time management skills.
- Experience in evaluating training effectiveness and making improvements as needed.

9. Terms and Conditions:

War Child Canada (WCC) reserves the right to eliminate bids deemed not to be in the best interest of WCC and award the contract to the bidder whose submission is in the best interest of the organization.

WCC reserves the right to accept or reject any proposals received at any time, without thereby incurring any liability to the affected bidder(s) or any obligation to provide information on the grounds for the action.

WCC reserves the right to enter into agreements not specified herein. All responses must be received on or before the deadline of submission date.

Incomplete proposal submissions that do not comply with all specifications will be rejected.

10.Evaluation and Selection:

- Proposals will be evaluated based on the consultant's demonstrated expertise in delivering proposal and technical report writing Training.
- Selection criteria will include the consultant's track record in designing and facilitating similar training programs.
- The final selection will be based on the consultant's ability to meet the specific needs and objectives outlined in the Terms of Reference (TOR).

Annexure 1: Application Formation

Organization Name	
Acronym	
Registration License No.	
Registrant Entity	
Province	
Address:	

1. Cover Letter
2. Organization Background
3. Capability Statement
4. Methodology

11.Service Delivery:

- Conference Hall, Lunch and two times refreshment
- Stationery and Banners for the Training
- Transportation Cost per Participant Per day (250AFN)
- Issuing of Certificates

12.Payment conditions:

Payment will be made through bank account by completion of the training session and submission of all required deliverables outlined in the Terms of Reference (TOR).

13.Submission deadlines:

All interested parties must submit their proposals to (kabulhr@wcc-afg.org) clearly stated in subject line (**Consultancy for Proposal Writing and Technical Reporting Training**) before **04:00 PM Saturday, June 22, 2024**. Late submissions will not be considered. It is the responsibility of the bidders to ensure that their proposals are complete and submitted in accordance with the stated requirements and timeline. Any submissions received after the deadline will be disqualified from the selection process.