

Term of Reference of Capacity Building Consultant

Position Title	Capacity Building Consultant
Assignment Objective	<p>1.Enhance Business Skills of Participants</p> <p>Provide comprehensive training in key business skills, including marketing, digital literacy, and financial management, to empower SMEs in growing their businesses effectively.</p> <p>2. Provide Practical Knowledge in Inventory and Resource Management</p> <p>Offer targeted training on stock management, grants, and inventory control systems to help participants effectively manage resources and maintain organizational efficiency.</p> <p>3. Strengthen Core Competencies in Gender-Based Violence (GBV) Response</p> <p>Equip participants with essential knowledge in GBV core principles, case management, psychological first aid, and data protection to ensure effective and sensitive responses in relevant situations.</p> <p>4. Build Capacity in Project Cycle and Humanitarian Response Management</p> <p>Develop participants' skills in project management, research, PSEA (Prevention of Sexual Exploitation and Abuse), and rapid humanitarian response to enable efficient crisis intervention and project execution.</p> <p>5. Facilitate Sustainable Implementation of Skills</p> <p>Follow up with participants post-training to support the practical application of learned skills, ensuring they can effectively implement and sustain improvements in their respective areas.</p> <p>6. Document Training Outcomes and Recommendations</p> <p>Compile a final report summarizing all training sessions, feedback, observed challenges, and tailored recommendations to support long-term capacity development for the organization and participants.</p>
Location:	Kabul with frequent travel to Balkh and Parwan provinces

AWEC's Background:

Afghan Women's Educational Center (AWEC) is a nonprofit, nonpolitical, nonsectarian, women-led organization established in 1991 by a group of educated Afghan women who rallied to address the lack of education opportunities for Afghan refugees in Pakistan.

AWEC demonstrated its commitment to capacity building, peace, protection, and women empowerment to attain human rights and gender equality, supporting vulnerable women, children, and communities to improve their living conditions and access to sustainable livelihood, health, and education. AWEC advocates, lobbies, and supports Women's Rights.

AWEC is seeking a qualified consultant to deliver a series of comprehensive training sessions focused on key capacity-building topics, including Gender-Based Violence (GBV) core principles, case management, psychosocial first aid, data protection, referral pathways, project cycle management, and other essential skills. In addition to these core topics, the consultant will prepare and deliver refresher training on essential business skills such as marketing, stock and inventory management, and grant proposal writing. These sessions aim to strengthen the knowledge and practical skills of our staff and partners in critical areas for organizational success.

Objectives:

The primary objectives of this consultancy are to:

- Develop and deliver targeted training sessions on core GBV principles, case management, Psychosocial First Aid (PFA) Training, Data Protection and Management Training, Referral Pathways Training, Project Cycle Management Training, Research Methodology Training, Prevention of Sexual Exploitation and Abuse (PSEA) Training, & Rapid Humanitarian Response Training.
- Build participants' knowledge and skills in business and marketing fundamentals, stock management, digital marketing, and grant applications.
- Prepare high-quality, user-friendly training materials for each session.
- Provide hard copies of relevant training materials previously developed by the consultant, where applicable.

Scope of Work:

The consultant will be responsible for the following:

Training Design and Delivery

- 1. Capacity building trainings on the following core topics**
 - a) Gender-Based Violence (GBV) Core Principles
 - b) Case Management Training
 - c) Psychosocial First Aid (PFA) Training
 - d) Data Protection and Management Training
 - e) Referral Pathways Training
 - f) Project Cycle Management Training
 - g) Research Methodology Training
 - h) Prevention of Sexual Exploitation and Abuse (PSEA) Training
 - i) Rapid Humanitarian Response Training

2. Business and Skills Development Training

- a) Create and deliver refresher training materials for the following business skills:
- b) Marketing Fundamentals: Introduction to marketing, market research, brand building, promoting, selling, and using digital marketing and social media.
- c) Content Creation and SEO: Basics of creating effective content, understanding SEO, and using email marketing.
- d) Stock and Inventory Management: Introduction to stock management, receiving stock, auditing, and reordering.
- e) Grants and Funding Opportunities: Understanding grants, preparing applications, budgeting, and building funder relationships.

Material Preparation

- Develop comprehensive training materials, handouts, presentations, and activity guides for each training topic.
- Ensure materials are user-friendly, culturally relevant, and tailored to the target audience's needs.
- Provide hard copies of previously developed training materials relevant to the topics covered, for the committee's check.

Post-Training Support:

- Provide guidance on implementing new skills and knowledge.
- Offer feedback and answer questions from participants as they apply what they've learned.

Reporting:

Prepare a detailed report on training sessions, including participant attendance, photographs with captions, feedback, challenges, and recommendations for future training needs.

Deliverables:

Training Plan: A detailed agenda and outline of each training session.

Training Materials: Handouts, presentations, and any other materials required, including hard copies of previously developed materials.

Completion Report: A final report summarizing training content, attendance, key observations, and recommendations.

Duration:

This consultancy will be for a 9-month contract, during which time all training sessions, material preparation, and reporting requirements should be completed. Specific dates and timelines will be coordinated with the organization.

Timeline

Tasks	Timeline	Description of the task
Initial Planning and Consultation	November 15 – 30, 2024	Confirm training topics, schedule, and begin material development.
Business Skills Training	December 1, 2024 – January 31, 2025	Develop and conduct training on Selling Skills, Digital Marketing, social media, Basic Market Research, Building Your Brand, and Promoting Your Business.
GBV and Core Skills Training	February – March 2025	Conduct training on GBV Core Principles, Case Management, PFA, Data Protection, and Referral Pathways.
Project and Humanitarian Response Training	April – May 2025	Conduct training on Project Cycle Management, Research Methodology, PSEA, Rapid Humanitarian Response, and Marketing refresher.
Final Skills Training	June 2025	Conduct training on Stock Management, Grants, and Inventory Control Systems.
Follow-Up, Support, Final Reporting and Wrap-Up	July 1 – 30, 2024	Provide guidance for implementation and answer questions. Complete final report, summarizing training outcomes, feedback, and recommendations.

Qualifications: The ideal consultant should have:

- A degree in a relevant field (e.g., social sciences, business, public health).
- A minimum of 5 years of experience in conducting organizational capacity needs assessments
- Proven experience in conducting training on GBV, case management, business skills, and related topics.
- Strong knowledge of humanitarian principles, especially GBV and PSEA.
- Excellent writing and communication skills in English, Pashto, and Dari.
- Strong interpersonal skills and the ability to communicate and work well with diverse people

Application Process:

- Applicants have to provide a technical and financial proposal.
- The technical proposal shall consist of:
 - Cover letter explaining why they are the most suitable for the work.
 - Latest personal CV, including past experience in similar projects and at least three references
 - A proposal: shall describe the methodology and the approach how to fulfill the required deliverables as well as outline the major components of its implementation
 - Work sample: Link to publication or research
 - The financial proposal shall consist of all-inclusive lump sum for the whole duration of the contract period, which shall include the consultancy fee. The financial proposal shall contain a breakdown of these costs. The lump sum/contract price is fixed regardless of subsequent changes in the cost components.



Interested candidates should submit their CVs to these emails, shama.hassan@awec.info, sadaf.fazli@awec.info by 16th November 2024. Only short-listed candidates will be contacted for interview.