

## ToR for Capacity-Development Initiatives

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Country:	Afghanistan
Project Geographical Coverage	Herat, Nangarhar, Urozgan provinces
Project title:	Multi-sector emergency assistance for vulnerable population affected by protracted crisis in Herat, Urozgan and Nangarhar, Afghanistan
Type of contract	Consultancy/ Service
Province where the training is expected to be conducted	Kabul
Project no.:	P.307-2024-004
Project holder:	Deutscher Caritasverband e.V., (Caritas Germany)
Project period:	01.08.2024 – 31.07.2027

### A. Information on the contracting party

Caritas Germany has supported Afghan NGOs since 1984 and established its own office in 1994, with programming focused primarily on water, sanitation, and hygiene (WASH); food security; disaster risk reduction; emergency response; health, and psychosocial support. Caritas Germany has been registered as an international NGO with the Afghan Ministry of Economy since 2002.

The Caritas Germany (CG) Country Office Afghanistan (COA) is responsible for the accountable management of CG projects in Afghanistan. CG projects are in most cases funded by back donors and always implemented by partners. CG COA has implemented projects with the funding of Auswärtiges Amt (German Federal Foreign Office), BMZ, ECHO, EU, OCHA, and others.

### A. Project background

The project focuses its interventions on three components aiming at improving targeted beneficiaries' resilience on food security, survival ability during the winter seasons as well as health and safety support by e.g. improving hygiene and sanitation practices and women-focused health and safety support. Under the food security intervention, the project provides multi-purpose cash assistance (MPCA), climate-resilient seeds and saplings as well as provides agricultural trainings to improve good agricultural practices and help to increase production rate.

Under Winterization component, the project provides cash for winter clothing, winter-proofing of existing dwellings, and cash for rent. Under the health and safety component, the project improves access to good sanitation and hygiene practices through hygiene promotion and distribution of hygiene and dignity kits, and upgrading latrines and provision of solar packages in camp settings in Nangarhar to support the protection aspects on easy access to sanitation.

The project is being implemented in three provinces, including Herat, Nangarhar, and Urozgan with the support from two implementing partners (IPs) Coraid and RRAA.

**Overall project outcome:**

Vulnerable People have ensured survival through accessible, timely, effective, and inclusive food security, winterization and women-focused health and safety support interventions in Herat, Nangarhar and Urozgan Provinces of Afghanistan.

### **C. Purpose of assignment:**

Caritas Germany (CG) is seeking a consultancy firm/ Institute (*individuals are not eligible to apply*) to deliver need-based and competency-based capacity-development training sessions for both CG and its implementing partners relevant staff members as required by the sectors covered by aforementioned project. The sectors that the project focuses on includes resilience on food security (Food Security & Agriculture), survival ability during the winter season (Winterization) as well as health and safety support (WASH and Protection). The specific activities under each sector have been highlighted in section B (Project Background).

Therefore: this assignment aims to enhance the knowledge and competencies of both CG-COA and staff of partner organizations in the sectors the project covers, to improve capacity development through the new methodologies based on rights-, participatory- and inclusive approaches of both parties, delivered through a series of training sessions offered by selected consultancy firm.

The specific needs for the capacity-development will be discussed with the successful applicant in coordination with relevant CG partners based on the needs assessment and demands.

### **D. Eligibility Criteria for Applicant Consultancy/Capacity-building Firms/Institutes (not individuals)**

The interested applicants should meet the following criteria before they apply for this opportunity:

- Minimum of 5 years of experience in successful conduction of capacity-development trainings in-country or abroad.
- Minimum of 5 years of experience in Project Design in relevant sectors, policy development, fund-raising, project cycle management. Familiarity with NGO sector will be an asset.
- Ability to adapt training content to meet the needs of diverse learners.
- Ability to facilitate interactive and engaging learning experiences.
- Ability to design and adapt the training curriculum base on participant need.
- Experience on Competency-based-Learning is expected.

### **E. Submission Guidelines**

All interested parties has to submit their proposals to (**jobs@caritas-germany.af**) clearly stated in subject line (**Consultancy for Capacity-development**) **04:00 PM, Sunday, 15th December, 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.

Applications will be assessed by Caritas Germany's Review Committee, according to an internal comparative grid and selection criteria referring to the present ToR, to identify the companies/individuals that has the mandate, capacities, and comparative advantage to support the achievement of results as outlined in the present ToR. Successful applicants will be contacted to provide further information, if necessary, by communication sent to the email used during application submission. Finally, the two parties will sign a contract before the commencement of the works.

Any requests for additional information should be addressed by 11<sup>th</sup>/12/2024 in writing to jobs@caritas-germany.af. The subject line for request for information should be: Request for More Information on Consultancy for Capacity-development.

The proposal should be submitted in the following template (Annexure 1: Application Template)  
 The short-listed applicants will be required to have one hour presentation for the selection committee on the institute/firm profile and proposal.

**Annexure 1: Application Template**

General Information	
Full name of the the consultancy firm/Institute	
Acronym (if applicable)	
Registration License No.	
Validity of the Business license	
Registrant Entity	
Phone	
Email	
Physical Address	

**1. Applicant background**

*Write about the background of your firm – your vision, mission, geographical presence, a short summary of what you/your firm offer, and a summary description of your organization with list the core capabilities (a short summary of key achievements and skills of your business) - word limit: 200 words.*

**2. Experience**

*Please only write information about your specific experience in conducting trainings here. Please avoid writing general information, be specific as much as possible. (word limit: 400 words only)*

*2.1. Please fill in the following table for the trainings you conducted so far, starting from the most recent.*

Name of the training	Location	Duration		Organization to whom the training was provided to	Remarks
		From	To		

**1. Annexes**

- 1.1. Firm/institute profile
- 1.2. Active projects/consultancy services list with other parties (if not part of profile)
- 1.3. Any awards/appreciations received for offering better consultancy services
- 1.4. A copy of the registration Licence/valid business registration certificate
- 1.5. A copy of TIN number
- 1.6. Copy of latest financial audit report
- 1.7. The latest tax clearance letter.