**Position Title:** Consultant for Developing Training Materials on Self-Help Group Activities  
**Duty Station: Kabul**  
**Closing date: 11 January 2025**

**About EPDO**

EQUALITY for Peace and Development Organization (EPDO) is a women’s rights Afghan non-profit, non-governmental organization founded in 2010 for empowering women and youth at the community and policy level in Afghanistan. EPDO envisions Afghanistan as a peaceful, prosperous and a welfare state where all Afghans enjoy equal rights without any form of discrimination. Therefore, EPDO aims to increase the capacity of vulnerable groups, especially women and youth, to enable them to represent their needs in all aspects of development. EPDO focuses on various spectrums of peace, security, livelihood, and development in Afghanistan — ranging from the salient need for humanitarian assistance, economic empowerment, and continuous development processes, to long-term projects for sustainable peace. EPDO thematic areas focusing on women are as, Humanitarian Response and Livelihood Support, Peacebuilding and Good Governance and Human Rights.

**Background**

Self-help groups help communities grow by encouraging savings, lending, skill development, and teamwork. This training program aims to strengthen these groups by teaching them important skills for their success and sustainability.

**Purpose of Assignment**

The purpose of this assignment is to create comprehensive training materials that empower SHG members to effectively manage their groups and achieve their goals. The training will focus on building financial management skills, enhancing teamwork, key concepts of SHG and fostering mutual support. By working collaboratively, SHG members can better utilize their grants, support each other’s vocational endeavors, and achieve sustainable outcomes.

**Key focus Area**

The training materials will cover the following topics:

1. **SHG Key Concepets** 
   * Educating members on the importance of disciplined savings and collective resource management.
   * Establishing transparent lending practices to support individual and group financial needs.
   * Encouraging group accountability to ensure loans are repaid on time. Encouraging SHG members to collaborate on shared goals, leveraging each other's strengths and skills.
   * Developing communication and conflict-resolution skills to enhance group dynamics.
   * Establishing mechanisms for mutual assistance, such as rotating responsibilities, sharing resources, and mentoring new members.
   * Creating a culture of shared responsibility to ensure collective success in managing vocational projects and grants.
2. **Financial Management** 
   * Providing tailored training to improve entrepreneurial, financial literacy, and leadership skills.
   * Equipping members with the knowledge to manage their chosen vocations and make informed decisions about their grants.
   * Promoting personal and group development through continuous learning.
3. **Market Linkages** 
   * Strategies to identify and connect with local markets.
   * Training on pricing, negotiation, and sales techniques.
   * Establishing partnerships with buyers, wholesalers, and other market stakeholders.
   * Identifying cost-effective suppliers and vendors for raw materials
   * Planning and exhibitions to showcase SHG products to potential buyers.
   * Engaging with stakeholders, including local authorities

**Deliverables**

* Three comprehensive training manuals covering the topics (**Core concept of SHG, Financial Management and Market linkage.**
* Visual aids (e.g., diagrams, slides, and handouts) to support interactive learning.
* A facilitator’s guide to help trainers lead discussions and activities effectively.
* Exercises and case studies to demonstrate the value of teamwork and mutual support.
* Assessment tools to measure the participants’ understanding and application of the training content.

**Integration with SHG Vocational Goals**

The training materials will be tailored to SHG members’ chosen vocations (Embroidery, sewing and tailoring) enabling them to:

* Work collaboratively to achieve their vocational and group objectives.
* Use teamwork and mutual support to maximize the impact of their grants.
* Share resources, skills, and knowledge to overcome challenges and grow collectively.  
  This ensures that SHGs can align their training with practical applications, leading to effective grant utilization and improved group outcomes.

**Qualifications and Experience**

The ideal consultant should have:

* Proven expertise in SHG operations, community development, and vocational training.
* Experience in designing training materials tailored to diverse cultural and community needs.
* Strong understanding of teamwork, financial literacy, and group dynamics.
* Demonstrated ability to align training with vocational goals and grant management.

**Submission Guideline**

**Interested consultants/firms that meet the requirements should submit an expression of interest to** [**(**](mailto:submissions@cafod.org.uk)**admin@epd-afg.org) by 11th January, 2025**