



د افغانستان لپاره د بیا ودانولو او پرمختیا اداره
اداره انکشاف و بازسازی برای افغانستان
Agency for Rehabilitation Assistance & Development
of Afghanistan (ARADA)

English Language Proficiency Training
Expression of Interest (EOI)

Organization: ARADA
EOI No: AR-HR-EOI-001-25



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BACKGROUND AND INTRODUCTION:

The Agency for Rehabilitation Assistance & Development of Afghanistan (ARADA) is a non-governmental, non-political, non-profit, humanitarian organization. Since 2023, ARADA has been a Third-Party Monitoring (TPM) service provider for UN-WFP. It provides TPM services in the north, southeast, and central regions of Afghanistan (Three Clusters: 4, 5, and 7). The TPM services include but are not limited to, coordinating with stakeholders, assessments, verifications, data collection, monitoring different project activities, and reporting.

WFP is accountable to both donors and beneficiaries. It uses TPM service providers to ensure that the right amount of food at the right time is delivered to the right beneficiary in a conducive environment. To achieve this goal, ARADA TPM's field-level operations must also operate around the clock to provide quality monitoring and reporting in accordance with the WFP standards and requirements.

ARADA operates in 17 provinces and over 200 targeted districts under WFP projects, with 77 of these districts classified as difficult to reach, which accounts for 37% of the total. ARADA has established 13 well-furnished provincial offices where Field Monitors and TLs can be available if/when necessary, as well the offices are also equipped with high-speed internet and Team leaders and field monitors have access to the internet. Furthermore, the FMs have access to the internet via their mobile while they are in the field subject to the availability of the internet access.

The locations of the provincial offices are as follows:

- Southeast Region Cluster 4: Ghazni/Wardak, Paktika, Khost, Paktia/Logar
- Central Region Cluster 5: Kabul, Parwan/Panjshir/Kapisa, Bamyan, and Daikundi
- North Region Cluster 7: Balkh, Jawzjan, Sar-e-Pul, Faryab, and Samangan

ARADA has over 200 field monitors, including 50 females, along with various managerial, technical, and support staff. On average, every field monitor is deployed for 20 days during a month.

Field Monitors are mostly in fields including hard-to-reach locations. Frequently, they commute to project sites daily while sometimes they stay in fields overnight when the job needs an overnight stay or daily commuting is difficult due to long distance. This means that the field monitors could only be available at the office or duty station during the early morning and evenings. They rarely have free time to stay at the office or duty station. While the field monitors are on the overnight stays there might be some locations with no internet and communication facilities.

Field monitors are mainly responsible for conducting project assessments, beneficiary verifications, monitoring of various WFP projects, and reporting to WFP on assessment, verification, and monitoring. Field monitors are required to produce high-quality reports that meet the WFP standards on their field visits in English through MODA/ODK.

However, one of the key challenges that all the field monitors commonly face is insufficient capacity for Business English Language Proficiency, which hinders their ability to produce a clear, complete, concise, accurate, and comprehensive report that should meet the WFP standards.

EOI SCOPE:

ARADA is seeking a firm or institute that has had experience providing Business English Language Proficiency courses for a similar group of participants and context. The goal is to develop a comprehensive program for Business English Language Proficiency Sessions, always considering the specific limitations of the physical availability of the field staff and specifically the physical availability of the female FMs due to the current limitations imposed by the authorities.

Under this tender, the selected firm or institute will be required to provide the following services to ARADA personnel:

1. Conduct an English Proficiency Assessment for all employees (App: 250) to evaluate their current English proficiency level (Basic, medium, and advanced) and identify key gaps.

2. Develop a Business English Language curriculum (audio, video, and written materials) based on the results of the English proficiency assessment mainly for the basic and medium level ones.
3. Deliver English language sessions. (This may include blended approach of in-person and/or virtual)

Note: The duration of the course could range from 6 to 9 months and the exact duration will be determined later.

INTENDED OUTCOME:

By the end of the course, ARADA employees should be able to speak fluently and write clear, concise, complete, and comprehensive reports in Business English meeting WFP's reporting standards.

CRITERIA:

- Valid license: The firm or institute should have a valid license with the authorities.
- Accreditation and Certification: The Institute should be accredited by relevant educational bodies and if they offer certified courses recognized in the industry.
- Bank account: The firm should have an AFN bank account in line with the business name in any Banking industry of Afghanistan.
- Experience: Minimum of 5 years' experience in Business English Language teaching.
- Flexibility and Customization: The Institute should be flexible to tailor the course to meet the specific needs of the staff, including different proficiency levels and learning goals.
- Trainers Experience: Experienced trainers with at least 3 years of Business English Language teaching.
- Experience in curriculum development: Prior Experience in curriculum development in the same context.
- Experience in Evaluation: Having prior experience in evaluating staff capacity.

SUBMISSION OF EOI:

Interested training firms/Institutes are requested to submit their expression of interest, including the following information:

- Company profile, including relevant experience and expertise.
- Overview of past training projects and their outcomes.
- Team composition and qualifications.

Please submit your EOI in **PDF format** via email to procurement@arada-af.org no later than **January 18, 2025**. The subject line of the email should be "**EOI for English Language Proficiency Training - ARADA.**"

ARADA will review the received EOIs and shortlist potential service providers for further evaluation and selection.

We look forward to receiving your expression of interest and partnering with a qualified training firm/consultant to strengthen our team's capabilities and contribute to our organization's success.

Sincerely,
ARADA
HR Department

Mobile: +93780653485, +93 772863660

E-mail: info@arada-af.org

Address: House# 34, Street# 10, Karte -e- 3, District# 06, Kabul, Afghanistan

Agency for Rehabilitation Assistance
& Development of Afghanistan
(ARADA)

info@arada-af.org
www.arada-af.org