

Aga Khan Foundation, Afghanistan Job Opportunities

Position Title: Training on Advanced Finance, Interview Skills, and Business Plan Development for Media organizations and LNGOs

No of Position: 1 Female/Male

Duty Station: Kabul Office

Announcing Date: June 20th, 2019

Closing Date: July 03th, 2019

Vacancy #: CS/KBL/06/19/050

The Aga Khan Foundation, Afghanistan (AKF (Afg)) is an agency of the Aga Khan Development Network (AKDN), a group of international, private, non-denominational development agencies working to improve living conditions and opportunities for people in some of the poorest parts of the developing world. The Network's organizations have individual mandates that range from the fields of health and education to architecture, rural development and promotion of private-sector enterprise and institutions that seek to empower communities and individuals, usually in disadvantaged circumstances, to improve living conditions and opportunities.

The Aga Khan Foundation (AKF) is a non-denominational international development agency established in 1967 by His Highness the Aga Khan. Its mission is to develop and promote creative solutions to problems that impede social development, primarily in Asia and East Africa. Created as a private, non-profit foundation under Swiss law, it has branches and independent affiliates in 19 countries.

AKF seeks to provide sustainable solutions to long-term problems of poverty, hunger, illiteracy, and ill health. In Afghanistan, AKF works with rural communities in mountainous, remote or resource poor areas to improve quality of life in the areas of natural resource management, market development, governance, education and health.

At present, it is seeking exceptional individuals or firms to fill the short term assignment of Training on Advanced Finance, Interview Skills, and Business Plan Development for Media organizations and LNGOs at its Kabul Office.

1. Background

AKF has been involved and supporting in Civil Society(LNGOs) under Grand Fellowship Program in 4 northern provinces of Afghanistan mainly (Takhar, Bamyan, Baghlan, Badakhshan) for the purpose of improving capacity building of the structure as inclusive, competent, transparent and accountable institutions, and enable them to expand the scale and scope of development through provision of Long term comprehensive and tailor made capacity building which includes systems building, need and demand based trainings. Grand program will enable LNGOs to actualize their potential and play a vibrant role in regional development. Its key aim is to promote and nurture local NGOs to take up active leadership in addressing and facilitating sustainable community development in a formal, transparent and professional manner. Through tailor made capacity building inputs the L-NGOs will emerge as key actors playing a significant role in reconstruction and development in Afghanistan.

Existence of administrative systems such as HR, Procurement, Admin and Finance within an organization is very important which LNGOs are struggling to develop due to lacking of capacity. Whereas system building is a key component of the Grand program to support LNGOs to facilitate the development of accountable and transparent management systems. As per AKF-regional team assessments LNGOs, Media organizations are lacking technical expertise in developing a proper business plan which strengthen sustainability and growth, prepare and practice advance financial report developing project budget, plus conduct professional interview at Media organization level. Thus Aga Khan Foundation Afghanistan aims to hire the services of a trainer to provide Business

Plan development, Interview Skills trainings for print media organizations, and Advance Finance Training both Media and LNGOs from Takhar, Baghlan, and Bamyan provinces. The total number of participants per training will be as per below breakdown:

S/N	Training Title	Number of Participants	Number of Training Days	Organization
1	Advance Finance Training	12	3	LNGOs, Media, AKF
2	Business Plan Development	9	3	Media, AKF Regional staff
3	Interview Skills	9	1	Media, AKF Regional staff

2. Training objective

- Enhance knowledge of LNGOs, print Media organizations on Advanced Level of Finance practices, procedures,
- Improve understanding and skill of participants from Media organization in developing Business Plan for their organizations
- Enhance knowledge and skill of participants from Media organization in conducting professional interview

Activity 2.1-Advance Finance Training:

The main purpose of the training should be to train LNGOs and print Media organizations on Advance Financial report writing, Project Budgeting and Planning, Budget analysis, Standard Financial Formats for NGOs, Cash Management, Accounting Cycle (Debit& Credit), developing business plan, and conducting professional interviews.

Activity 2.2-Productive Interview Skill

The main purpose of the training should be to train participants on how to conduct a professional interview with audience, interview principle and ethics, Interview steps and skills does and don'ts, techniques of converting interview inputs to a productive report and script.

Activity 2.3

The main purpose of the training should be to train participants on Business plan, contents, and components, how to prepare and develop a business plan, should also discuss the importance of business plan in profitable organization such as Media, role of business plan in financial sustainability and growth of organization.

3. Main Duties and Responsibilities

In consultation with AKF Civil Society Manager:

- Conduct an initial TNA in order to get more actual information about the current capacity of the trainees for all 3 trainings
- Share a copy of the draft training outlines and manuals for AKF review and revise/modify if required and finalize the policy based on given feedback and comments.
- Prepare training manuals on Advance Finance, Productive Interview Skill, and Business Plan and other training materials such as training schedule, presentations, training handouts, tool for pre and post evaluation of training and training methodology. Both presentation and training manual should be in Dari language, adding English language would be a preference.
- Facilitate 7 days training in Kabul for the identified employees of LNGOs, print media organizations. The focus should be on theoretical discussion as well as practical exercise with the participants specially in drafting sample Business Plan, conducting role play interview, and advance finance in terms of practicing formats, and structures.

- Prepare and submit a comprehensive training report which should include the training objective, process, Training pre and post evaluation result, tools and methodology used, main observations, learnings and recommendation, participants' registration form, training photos etc.
- Issuance of Certificates of Completion to participants
- Arrange suitable and safe training venue cleared by AKF-Afghanistan, along with providing lunch, refreshments, stationary during the training days. The lunch menu should be in mutually discussed and agreed upon.

4. Methodology:

Consultant should try to allocate high percentage of time practical work in order to encourage participants to apply their learning, by actively engaging all participants in brainstorming, group discussion, plus lecture sessions. Consultant should incorporate training contents as per NGOs context.

5. Qualifications Required:

- Potential trainer should hold MBA, specialization in Finance, from a reputed university.
- Knowledge and experience in adult learning and participatory methodologies and approaches.
- Fluency in English and Dari languages and proven ability in producing high quality documents in both language;
- Consultant should have Minimum of 2-3 years of relevant experience in providing trainings to Civil Society organizations including media.
- Excellent communication and facilitation skills, distinct but moderate and enabling rather than imposing.
- Should possess a decent capacity building background

6. Key deliverables:

- Develop training manuals for Advance Finance, Productive Interview Skills, and Business Plan trainings
- Prepare and submit training presentations, handouts, tools for training pre and post evaluation, training methodology and processes.
- Conduct 7 days Training for the aforementioned topics
- Prepare and distribute training certificate for the participants
- Prepare and submit training report with elaboration about the training objectives, processes, training pre and post evaluation result, tools and methodology used, main observations, learnings and recommendation, participants' registration form, training photos etc.
- Develop a draft business plan as sample at the end of workshop for 3 Media organization. Consultancy should provide support to Media organization in terms of further feedback related to develop Business plan.
- Develop a general action plan for each region incorporating the learning of all 3 trainings

7. Reporting line

- Directly reporting to Civil Society manager based in Kabul

8. Work location(s)

- Kabul

9. Training participants

- There will participants from 6 LNGOs, 3 Media organizations, and AKF regional employees from Takhar, Baghlan, and Bamyán.

10. Terms of Payment:

- The payment would be made to Consultant/Consultancy firm by AKF (Afg), after successful completing of deliverables and approval of Civil Society Manager in one installment. The payment would be transferred to the bank account of Consultant/firm, upon submission of relevant information about the bank account.

11. Terms and Conditions:

AKF is responsible for

- Review and approve training manual, materials and training report
- On-time payment to consultant/consultancy firm upon successful completion of the assignment to be transferred to the designated bank account.
- Review the training outline, presentation, and manual in advance and share its feedback and comments.
- Monitoring the progress of training, communicating feedback for improvement upon observation any concern or discrepancy.
- AKF-Afghanistan reserves the right to terminate the contract if its feedback or terms and references mentioned in the contract are not being followed by the consultant/consultancy firm.
- AKF-Afghanistan has the right to request consultancy for replacing the trainer if required during the training

Application:

Interested applicants should submit their application along with the proposal explaining the training methodology, cost and the training manual outline to Jobs.afghanistan@akdn.org no later than 03 July 2019.

Important Notes:

- Please quote the Vacancy Number as the Subject of the e-mail when applying
- No supporting documents (e.g. diplomas, recommendation letters, identification card(s) etc.) are required at this stage.
- Only short listed candidates will be contacted for further assessment.

Female candidates are encouraged to apply. Aga Khan Foundation Afghanistan recruitment and selection procedures reflect our commitment to equal opportunity, safe guarding of children from abuse and zero tolerance to sexual-harassment.

Your details and information shared on this advertisement shall remain confidential.