

Sustained Rural Development Program (SRDP) IV

Improved government basic service delivery

Capacity Building for Provincial Line Departments

Of Samangan, Balkh, Faryab and Jawzjan

Activity 2.1.2: Training Modules for Line Department Staff

Terms of Reference:

Capacity building training for Samangan, Jawzjan, Faryab and Balkh Provincial Government Line Departments Staff



INFORMATION:

ACTED organization under SRDP IV will conduct a series of trainings during the course of program based on needs expressed by government department staff at provincial and district levels. One of the key objectives in Component 2 of the SRDP IV is knowledge transfer to local government institutions. This will improve the capacity of government staff for delivery of public services, through institutionalization of good governance practices by provincial and district line departments. ACTED Afghanistan conducted a capacity building needs assessment at provincial and district levels, based on the results of which a training assessment planning and reporting workshop has been identified for Provincial Line Departments (PLDs) of Samangan province. And good governance concept with organizational management for Faryab, project management and report writing for Jawzjan and pro-poor governance identified for Balkh PLDs.

No	Province	Priorities	Number of days	Remarks
1	Samangan	Planning and Reporting	4 days	2 days for each manual
2	Faryab	Good Governance Concept and Organizational Management	4 days	2 days for each manual
3	Jawzjan	Project Management and Report writing	4 days	2 days for each manual
4	Balkh	Pro-Poor Governance	3 days	3 days for this manual,

Line departments are the key addresses of ministries to manage and coordinate development interventions and public services at provincial level. Under the good governance component of SRDP IV, ACTED plans to conduct a training based on the results of the training needs assessment (TNA) in which identified as first and second priority by PLDs.

With reference to the result of TNA conducted in February 2019, the planning and reporting, good governance concept, organization management, project management and pro-poor governance workshops have been identified as one of the immediate training needs of the targeted line departments. The topic refers to one of the most important skills relevant to PLD staff that helps them in preparation of comprehensive plans and writing effective reports, managing project, improving governance services to focus on poor people and how to manage organization system in terms of facilitation and providing services to the people.

Due to complexity of government context, planning and reporting forms, it is important to hire a consultant to develop a comprehensive manual on planning and reporting to meet the needs of relevant line departments. A 15-day workshop needs to be designed at advanced level to address PLD staff problems based on details of above table.

Output:

- Provincial Line Departments' staff of Samangan province enhance their knowledge on planning and reporting to engage in Provincial Development Plan and to promote the current PLDs capacity to manage and lead programs at provincial and district level.
- Provincial Line Departments' staff of Balkh province enhance their skills and knowledge on Pro Poor Governance. This training will support the PLDs staff to find the best way to eradicate poverty in their respective domains.
- Provincial Line Departments' staff of Faryab province enhance their knowledge and skills on Good Governance concept and Organizational Management to improve public services according good governance concept and align with their daily work in their organization. Meanwhile, will enhance their skills on organization and office management to lead and manage the services and staff.

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- Provincial Line Departments’ staff of Jawzjan province enhance their knowledge and skills on project management and report writing to manage development project/program in their respective domains based on objectives of projects and provide effective reports to improve effectiveness and efficiency.
- PLD staff are trained to coordinate provincial programming at the provincial and district level to improve efficiency.

1. Main Duties and Responsibilities of Consultancy:

- The consultant(s) should develop and share a proposal for review and selection of the based consultancy, in the proposal will be clearly introduced the materials and training sessions, methodologies, and techniques of training.
- The consultant(s) will develop a comprehensive training manual and share the soft copy with the ACTED technical team before delivering the training.
- Pre-test and post-test is necessary to be developed for each participants.
- Develop the training report based on result of training, and submit this report no later than 5 days after the conclusion of the training
- Facilitate and manage the trainings sessions, including by rigorously taking attendance on an attendance sheet provided by ACTED
- Provide hard copies of materials for participants.
- Consultancy should provide the consultant/trainer CVs.

2. Qualifications;

- 7 years’ experience on governance and familiarity with government context, training methodologies, and especially on planning and reporting.
- Master degree on Public Administration, Socio-economic, or Business Administration.

3. Deliverables:

A comprehensive training manual in Dari and English language to be prepared prior to commencing the training. Training manual to be approved by the ACTED good governance team and thereafter a 4-day training program to be conducted for an audience of between 20 – 25 persons in each province.

4. Reporting line:

The report needs to be delivered to the Program Manager, Good Governance Supervisor, Coordination and Education Coordinator.

5. Work location:

Samangan, Faryab, Balkh and Jawzjan centre.

6. Schedule (total assignment days, total payable days):

The training will be organized for the period of 15 days, 4 days in Samangan, 4 days in Faryab, 4 days in Jawzjan and 3 days in Balkh by professional consultant.

7. Budget source:

Activity No	Grant	Project	Budget Line	Cost Center
A2.1.2	NMOFA	02DLL	17ED15	

8. Terms of Payments:

Full payment to be paid upon completing the training manual and the training program, with an approval from the Program Manager and Good Governance Supervisor.

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9. Additional Significant Information:

The training will be directly monitored by Good Governance Team and ACTED AME team during the 15-day course and this training also will be monitored by PGO capacity building departments.

TABLE OF BUDGET DETAILS:

No	Province	Training Topic	Number of training days	Training fee (AFN)	Material cost – handout (AFN)	Accommodation and travel cost for consultants/trainers (AFN)	Total Cost (AFN)
1	Faryab	Good Governance and Organizational Management	4 days				
2	Samangan	planning and reporting	4 days				
3	Balkh	Pro Poor Governance	3 days				
4	Jawzjan	project management and report writing	4 days				
Grant total:			15 days				

ACTED will provide training hall, food/refreshment, stationery and relevant facilities for training participants during the 15 days of training.

10. Submission Guideline:

To be considered, interested and qualified consultants must submit the following documentation:

- Online application should be submitted to ACBAR <http://www.acbar.org/> (<http://www.acbar.org/rfq>)
- Please send your applications to the Logistic Department of ACTED Office in Mazar, at the following email address: Mazar-e-Sharif, ACTED Regional Office Kart-e-Mamorin alem.shayan@acted.org 0728427046 Kabul ACTED Office District # 4 Shar –e- Now, Thura Bazkhan Square Qudtrat Centre Kabul City Afghanistan sacha.petryszyn@acted.org 0796485884

Deadline for submissions is 30rd of July 2019. Only applicants submitting complete applications and under serious consideration will be contacted.

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