

Aga Khan Foundation, Afghanistan

Job Opportunities

Position Title	: Consultancy service to conduct ToT (Training of Trainer) to regional BMOs
Duty Station	: Kabul with travel to at least two regions
Announcing Date	: July 21 st , 2019
Closing Date	: Aug 03 rd , 2019
Vacancy No	: CS/KBL/07/19/062

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.

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.

1. Background:

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.

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.

AKF (Afg) 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.

2. Objective:

AKF (Afg) in Economic Inclusion (EI) unit mandate is to contribute to improved quality of life in rural communities through inclusive economic development. It focuses on value chain development, strengthening market institutions, support BMOs (Business Membership Organizations), improving services and input delivery system along with a wide range of other interventions. In order to deliver quality implementation of programs. AKF (Afg) seeking for a consultant/consultancy firm to provide ToT training to the regional team (around 12 staff) to build their capacity to conduct training for 60

BMOs supporting in Takhar, Badakhshan, Baghlan and Bamyan regions. Following would be the main subjects for this ToT training:

- Improving internal management system of BMO,
- Financial management
- Collective marketing and procurement
- Transparency and accountability
- Improve service delivery

The ToT training is to develop a comprehensive content that combines both theoretical concepts and practical implementation with local examples to ensure that the participants will be able to fully understand the mentioned topics in context of local BMOs.

3. Main Duties and Responsibility of the incumbent

- Understanding the training topics for the AKF staff, they will deliver the training for the target BMOs in their regions provinces to know the opportunities.
- Develop comprehensive training materials in both English and Dari languages.
- Develop a proper schedule to conduct the training.
- Conduct ToT training for the target staff according to the approved schedule.
- Submit training material to the regional team to provide the same training to all the staff at their regional level.
- Prepare simple step by step guidebook for the above mentioned topics to ensure new staff have access to information to understand the topics.
- Monitor delivery of the training by the trainers trained to ensure the quality isn't compromised as part of this assignment.
- Prepare training report and submit to EI team.
- Venue cost, accommodation for the trainees, stationary, flight tickets for trainees and trainers and other logistics support will be provided by AKF (Afg).

4. Qualification Required:

- The consultant/consultant firm must have experience and success in delivering same training courses (BMO/Community Institution Building) for at least last three years.
- Have required number of qualified trainers to customize training materials, conduct the trainings and deliver expected outputs and outcome.
- The trainers will be required to travel to the field to deliver the training.
- An hour exam to evaluate the understanding of the team on the mentioned topics beside the pre and post training evaluation.

5. Key Deliverables

07 days ToT training will be conducted for the target staff of the target regions. The training topics are as following:

- Improving organizational internal management system (structure, role and responsibilities, decision making, authority and accountability, conducting Internal and external meetings)
- Financial management training (record keeping, books of account, financial reports)
- Transparency and accountability (Mechanisms of sharing financial information with members, financial procedures)
- Service delivery (delivery mechanisms, procedures and documentation)
- Importance and advantages of Internal Saving and Lending (ISL) initiative and agree on rules and regulations, establishment, management of ISL system, and maintain ISL record keeping.
- Collective marketing and procurement and develop their strategic plan
- Any other topic required for Community Institution Building

6. Reporting Line

The consultant will be working closely with and report to SME development manager for understanding the needs and delivery the expected training.

7. Work Locations

The training will be held in Kabul or one of the target regions but the consultant will have to travel to at least two regions to monitor the delivery of the training (location will be discussed letter after agreement).

8. Timeframe

This training needs to be completed by August 30, 2019

9. Consulting period:

No.	Duties/Assignments	Days
1	Customize and prepare training materials in both English and Dari languages	4 days
2	Conduct training for the AKF trainer in Kabul or one regions	7 days
3	Follow up Regional level training with trained AKF staff	7 days
4	Provide a report on this training and recommendation for improvement	2 days
Total consultancy period		20 days

10. Payment fee schedule

The payment will be done in three transactions

- 30% once the contract is signed
- 50% after the completion of the training
- 20% when the final report of the training submitted

1. Application

Individuals/organizations interested in leading this consultancy must submit their CVs/fact sheets and a technical and cost proposal through electronic mail by COB August 3rd 2019 to jobs.afghanistan@akdn.org

2. Important Notes:

Please quote the Vacancy Number as the Subject of the e-mail when sending your application.

Supporting documents, e.g. diplomas, recommendation letters, identification card(s) etc., are not required at this stage, therefore not to be sent along with the application.

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 and safe guarding of children, beneficiaries, partners, community members and employees in accordance with AKF (Afg)'s safeguarding policy.

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