



AGA KHAN FOUNDATION

Aga Khan Foundation, Afghanistan Job Opportunities

Position: Strategic Plan Development for LNGOs
Duty Station: Kabul
Announced Date: Sep 22, 2019
Closing Date: Oct 05, 2019
Vacancy Number: CS/KBL/09/19/084

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

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.

LNGOs are currently facing a couple of challenges, such as lack of funding, Staff turnover, lack of projects lack of strategy etc. In addition; in order to grow and reach to maturity stage organization needs a strategic direction for guidance. Thus; Aga Khan Foundation Afghanistan aims to hire a consultancy to organize and conduct the



specified strategic plan development training as per proposed requirements for LNGOs during the month of October-2019. The total number of participants will be 25 persons representing LNGOs and AKF.

2. Training objective

- To enhance knowledge, Skills of participants on the importance of Strategy for none profit organizations and development of long term strategic plan.

Activity 2.1 Strategic Plan Development

In order to support LNGOs to reach to a strategic direction a proper strategic plan can play as significant role as roadmap and therefore fundamental focus should be given to the below topics during the training.

- Market Analysis- Donor Mapping
- Competitor Analysis
- SWOT
- Revising Mission, Vision & Strategic Objectives
- Key Initiatives to reach the Strategic Objectives
- Strategic Roadmap
- Dashboards to Track & Manage Progress

3. Main Duties and Responsibilities

In consultation with AKF Civil Society Manager:

1. Conduct an initial TNA in order to get more actual information about the current capacity of the trainees for all proposed trainings
2. 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. All the proposed should be shared on timely manner with AKF in order to allocate enough time for review
3. Prepare training manual is a must on 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.
4. Facilitate 3 days training in Kabul for the identified employees of LNGOs, AKF staff. The focus should be on theoretical discussion as well as practical exercises for the technical aspects of the training.
5. Actively involving participants in drafting a strategic plan per each region.
6. Prepare and submit a comprehensive training report which should include how did the firm meet training objective, Training pre and post evaluation result, tools and methodology used, main observations, learnings and recommendations, participants' registration form, training photos etc.
7. Issuance of Certificates of Completion to participants



8. Arrange suitable and safe training venue cleared by AKF-Afghanistan security team, along with providing lunch, refreshments, stationary during the training days. The lunch menu should be in mutually discussed and agreed upon.

9. Methodology:

Consultant should 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. Role play, Video clips and scenario based approaches should be considered to ensure better learning and understanding of this significant issue.

10. Qualifications Required:

- Potential trainer should hold MBA, specialization in Finance, from a reputed university.
- Consultant should have vast 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 3-5 years of relevant past technical experience in the field of conducting trainings specifically proposal writing, Research Journalism, Strategy plan development,.
- Excellent communication and facilitation skills, distinct but moderate and enabling rather than imposing.
- Should possess a decent capacity building background specifically working with Civil Society organizations including media

11. Key deliverables:

- Conduct 3 days productive high quality customized training for the aforementioned topic
- Develop a draft strategic plan for each region at the end of training.
- The draft strategic plan should propose a roadmap which will help organizations to reach to the specified objectives
- NGOs should have a final revised vision and mission statements, strategic goal and objectives.
- A proper manual of the subject training to be provided to participants and AKF.
- Prepare and submit training presentations, handouts, tools for training pre and post evaluation, training methodology and processes.
- 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 general action plan for each region incorporating the learning of training.

12. Reporting line

Directly reporting to Civil Society manager based in Kabul

13. Work location(s)

Kabul

14. 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.

15. Terms and Conditions:

AKF is responsible for

- Review and approve training manual, materials and training report and propose changes if required.
- 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
- Consultancy should introduce the same Trainer whose CV is presented and accepted by AKF during proposal review. In case of any unexpected change consultancy may inform AKF in advance and seek AKF consent.



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Application

Individuals/organizations interested in leading this consultancy/training must submit their CVs/fact sheets and a technical and cost proposal through electronic mail by COB Oct 05 2019 to jobs.afghanistan@akdn.org

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, safe guarding of children from abuse and zero tolerance to sexual-harassment.

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