



Aga Khan Agency for Habitat
Afghanistan

REQUEST FOR PROPOSAL

Training Course on Report Writing

Release Date: October 10, 2019

Responses Due: October 24, 2019

Aga Khan Agency for Habitat, Afghanistan
House 372, 10th Street, Qala-e-Fatullah Kabul, Afghanistan

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1. General Information

To address the increasing threats posed by natural disasters and climate change, the Aga Khan Agency for Habitat (AKAH) works to ensure that poor people live in physical settings that are as safe as possible from the effects of natural disasters; that residents who do live in high-risk areas are able to cope with disasters in terms of preparedness and response; and that these settings provide access to social and financial services that lead to greater opportunity and a better quality of life.

AKAH, Afghanistan is looking for a consultancy for delivering a training course for the AKAH, Afghanistan employees on the techniques and processes of Report Writing. The training aims to enhance the capacity of AKAH, Afghanistan employees who are involved in various Humanitarian and Development projects reporting and briefing processes. The participants at the end of the training shall be capable of implementing the knowledge gained into report writing of various practical projects. Participants must be taught various concepts involved in the process of effective Report Writing.

The consultancy is expected to deliver the training within the given timeline with the superior quality. The consultancy shall provide the course curriculum that is in the harmony with the client's requirements. The training shall be conducted at the venue provided by the consultancy in Kabul. The materials and curriculum shall be considered for a maximum of 20 participants with timeline of maximum 5 working days, daily from 9:00 AM to 4:00 PM. The course shall be designed in such a way to engage the participants through group works and practical sessions as well as theoretical classes.

The trainer must have 5+ years of experience in the training sector, holding a master's degree from a reputable university and 5+ years of experience in Humanitarian and Development Projects delivery and reporting. The trainer shall fulfill all the requirements of a trainer beside his/her technical background and capabilities. Experience on projects with similarities in physical size, nature of work, complexity, methods and technology will be considered an asset.

2. Scope of the Training

The scope of the work shall include the following topics:

- Analyzing the audience and writing to a range of readers
- Be aware of the different phases in the report-writing process and apply them recursively
- Demonstrating an understanding of different report types, and particularly analytical reports that require research
- Determining purpose and flow between parts and tying ideas together
- Editing and proofreading
- Incorporating charts and tables in the texts
- Knowing how to interpret and respond to briefs/terms of reference
- Knowing which main elements are regularly included in reports, and how they are typically ordered
- Planning, organizing and focusing
- Report Analysis
- Selecting appropriate graphics to assist the reader
- Summarizing (for either actual summaries or for condensing large amounts of information into confined spaces)
- Using in-text citations
- Using the appropriate language, style and tone for report writing
- Writing clear, concise, appropriate and accurate text based on quantifiable data

3. Expectations and Deliverables

The consultancy will be responsible for providing the training materials, the equipment for the practical sessions and other necessary tools required for the training. The consultancy's scope of work includes all the necessary services for the above topics. The consultancy shall engage professional trainers having complete knowledge of the effective Report Writing techniques and processes. The trainer shall have practical experience in the field of Humanitarian and Development projects delivery and reporting.

During the training period, the consultancy shall:

- Review the Client's Requirements and develop a schedule that is approved by the Client.
- Prepare the course curriculum and the materials based on the requirements of the Client.
- Provide the tools and equipment for practical sessions.
- Engage the participants through practical sessions, working group sessions and their effective methods.
- Practical sessions shall be provided with the use of new and conventional equipment.
- Training sessions shall be for the duration of maximum 5 days.
- Trainings shall be held at the venue provided by the Consultancy.
- Number of participants for the training shall be flexible (probably between 15-20)

4. Submittal Requirements

- Technical Proposal including methodology of the training.
- Financial proposal with the cost breakdown.
- List of similar projects undertaken by the consultancy including supporting data for the 5 most relevant examples.
- Resumes of Proposed Trainers/Instructors.
- Course Curriculum and Sample Training Materials.
- Details and profile of the consultancy.
- Evidence of required Certifications, Licenses, Credentials of Consultancy and Proposed Trainers/Instructors.
- Signed PRF accepting terms and conditions mentioned.

5. Submission of Proposals

All proposals should be submitted to the Client Contact details noted below, no later than 4pm (Kabul Time) on October 24, 2019.

A financial proposal in local currency (Afghani) should be included. All proposal is deemed to be valid for 90 days, and prices are inclusive of all taxes.

Client Contact Details:

Aga Khan Agency for Habitat Afghanistan (AKAH-A)

Address: House 372, 10th Street, Qala-e-Fatullah Kabul, Afghanistan.

Phone: 0799 345 007

Email: hr.afghanistan@akdn.org

6. Appendix 1 – Proposal Evaluation Criteria

The Client in the RFP evaluation process shall use the following criteria and scoring ranges:

Project comprehension (10)

- Quality of analysis and demonstrated understanding of the project
- Identification of special needs or considerations

Experience and past performance record (20)

- Similar projects (experience with AKDN and UN Agencies preferred)
- Scope, budget and schedule targets met

Proposed work methodologies (20)

- Proposed methodology of training
- Priorities, sequences, team coordination, project organization
- Services and deliverables

Fee proposal (50)

- Consultancy fee proposal

7. Terms and Conditions

This RFP is issued subject to the following terms and conditions:

- This RFP is not an offer and shall under no circumstances be construed as an offer.
- AKAH, Afghanistan reserves the right to reject and not consider any or all of the proposals that do not meet the requirements of this RFP, including but not limited to: incomplete proposals and/or proposals offering alternate or non-requested services.
- AKAH, Afghanistan reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
- In no event shall any obligations of any kind be enforceable against AKAH, Afghanistan unless and until a written contract is executed.
- Each respondent agrees to bear all costs and expenses of its proposal and there shall be no reimbursement for any costs and expenses relating to the preparation of proposal submitted hereunder or for any costs or expenses incurred during negotiations.
- All proposals received will become the property of AKAH, Afghanistan and will not be returned to respondents.
- The Proposer shall assume full responsibility for timely delivery at the location designated for receipt of Proposals.

Respondent's Name: _____

Address: _____

Phone: _____

Signature: _____

Date: _____