

Date: 14 Nov. 2019

To: Interested Consultancies

From: Agency for Assistance and Development of Afghanistan, Kabul main Office

Subject: RFQ on conducting training for capacity development of youths in leadership for 80 young people

Dear Sir/Madam:

The AADA - Kabul Management Office (hereinafter called “the AADA” invites you to submit your quotation for conducting training for capacity development of youths in leadership for 80 young people (hereinafter called “the Service”).

TERMS OF REFERENCE

Conduct training for capacity development of youths in leadership for 80 young people

Project Name	Youth advocacy, policy and RH information and services
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1. Background

1.1 About AADA

Agency for Assistance and Development of Afghanistan (AADA) is a non-political, non-profit, and independent national organization. AADA is registered with the Ministry of Economy of Afghanistan under registration #33, and works within the country’s constitution. AADA was founded in 2005 with the main aim of providing quality health and social services, professional capacity building, and promotion of equal access of communities to developmental and humanitarian services. AADA also responds to the needs of the Afghan people in accordance with the principles and fundamentals of civil society organizations.

1.2 Details of the assignment (Scope of work)

- 1- Design and facilitate a five day Leadership Development / People Management training exercise for approximately 80 participants from 1st to 15th December 2019.
- 2- Through the Leadership Development / People Management training exercise, provide participants with:
 - An understanding of the principles of leadership and effective people management;

- Guidance on strengthening their management, leadership and team leadership skills;
- Ways of motivating and coaching team members; dealing with under performance of their Supervisees; and creating an empowering and motivating work climate.

1.3 Description of Participants

The training participants will include 80 youth introduced by DMoYA with technical support of UNFPA from center Kabul and Provinces to this training.

1.4 Travel Expenses and Accommodation for participants:

AADA with technical support of DMoYA and financial support of UNFPA will provide all required travel and accommodation facilities to participants from Kabul and Provinces.

2.0 Purpose of the training

- To strengthen the capacity of 80 youth on Leadership Development / People Management
- Design and facilitate leadership training for a Five day (5)
- This training is intended to create and share an understanding of the principles of leadership and effective people management;
- Provide insight into strengthening the people management and leadership skills of participants; as well as to build participants' team leadership skills.

2.1 Objectives of the training (Consultants responsibility)

The training will seek to address the following objectives:

- i. To enhance knowledge, attitude and skills of 80 participants on Leadership development and People management
- ii. Facilitate a five day (5) Leadership Development / People Management training exercise
- iii. Provide relevant training materials / Package in the area of leadership development / people management to participants, provide required stationery, lunch, refreshments, training hall and training completion certificate.
- iv. Provide the AADA with a feedback analysis report from participants on the five day exercise.

2.2 AADA Responsibilities:

The responsibility of AADA shall be as follows:

- Monitor and supervise the work of the Service Provider
- Provide technical support/ feedback as necessary
- Provide list of participants for the training program

- Provide all other than training facilitation (Travel, Accommodation and etc.) to participants.
- Ensure payment of agreed amount to service providers based on the delivery of quality deliverables as mentioned in the TOR
- Perform any other tasks as may be described in the contract document

3.0 Methodology of the Study

The contractors will be expected to apply participatory approaches appropriate to adult learners

4.0 Scope of Work

The consultant will be required do the following:

- Design a training curriculum
- Develop a 5 day training manual with clear outline of activities and methods
- Conduct the actual training for 5 days
- Capture the report of the process
- Produce a training report with a clear action plan.
- Provide high quality photos of the process.

4.1 Timeline

The exercise will be conducted within a period of **15 working days**. The final report should be submitted to AADA on **17th December, 2019**. The contractors are expected to do a work plan in line with the scope of work.

5.0 Selection criteria for consultants

The consultancy should have an integrated team of experts in Leadership Development training and having previous experience in conducting same trainings.

6.0 Deliverables

1. A training manual
2. Training report with the following content:
 - a. Executive Summary
 - b. Introduction
 - c. Methodology
 - d. Deliberations/ training content
 - e. Workshop Achievements; including results from pre and post training evaluation
 - f. Emerging Issues/Challenges
 - g. Conclusions and Recommendations
3. High quality photos of the process in compact disk

7.0 Application Process

Interested Consultant must submit the following documents:

1. Cover letter
2. Technical proposal which include;
 - Brief explanation about the consultant/s with particular emphasis on previous experience in this kind of work
 - Understanding of TOR and the task to be accomplished
 - Proposed methodology
 - Draft implementation plan
3. Financial Proposal (This fee should cover the cost of training materials/ package, stationery, trainers' fee, lunch, refreshments, training hall, required training tools and training completion certificate).

All documents must be submitted in sealed envelope (Hard copies) not later than **November 25, 2019** at the below specified address;

Agency for Assistance and Development of Afghanistan (AADA)
House #3, Marshal Fahim Street, beside Ghazi Ayob Khan high school, Karta-e-Parwan,
District#4, Kabul, Afghanistan.
Attention to: Procurement Unit
Contact #: 0093(0)706058144, 0093(0)799258788, 0093(0)0798025176