

Opening Date (accepting proposal): November 21, 2019

Closing Date: 30 Nov, 2019

Subject: Request for Proposal for Human Resource Management Training for ACBAR National Members

Introduction:

ACBAR is pleased to announce a RFP for HRM Training to improve the capacity WHH project NGO partners. ACBAR is currently implementing a three years project of capacity development funded by BMZ. The aim of the training is to gain an understanding of the basic concepts and methods in human resources management (HRM) and how their application builds an organization's capacity overall. As HRM is a critical department of managing employees and it presents the latest tools and techniques for the effective management of employees. Therefore, ACBAR has identified the need to improve the role, skills and activities of NGOs in HRM.

Scope of the project:

The offeror should provide services, material and equipment to conduct HRM training.

The training session should include the following contents as described in below:

- Introducing Human Resource Management (HRM)
- Human Resource Management vs. Personnel Management
- Main Activities, Responsibilities and Tasks of HRM
- Employee recruitment, onboarding and retention.
- Talent management and workforce management.
- Job role assignment and career development.
- Compensation and benefits.
- Labor law compliance
- Performance management.
- Training and development.
- Succession planning.
- Employee engagement and recognition.
- Team building.
- The training will be for 2 days in Kabul for national NGOs, maximum of 20 participants.
- The training should be practical and interactive using actual examples, the attendees should understand what to data and forms, method and techniques are required for running HRM effectively.
- The teaching PPTs should be in English and provide explanations as needed in Farsi and or Pashto
- Proposal will be selected based on past performance, experience, cost and sample of training curriculum. The selection criteria are ***Competitive and technically acceptable*** concept.

**The proposal should be composed of two parts
Technical and Financial**

I: The Technical proposal should include the following

- A daily agenda for the curriculum
- A review of the organization/consultant relevant experience as well as the CVs of the chosen trainers
 - Past Performance , relevant experience conducted in last three years, provide copies of contract and completion certificate, at least two
 - Experiences, same experience in the last three years, provide copies of contract and completion certificate at least one.
- CVs of the trainers
- Three references
- If the applicants are a company, NGOs or CSOs submit your registration certificates
- The Budget should include the Tax required by Afghanistan government.

II: The financial proposal should include the following:

- a. A budget with a breakdown of costs which include the following
 - i. Training and related materials (Stationary, Handouts, Certificate and so on....)
 - ii. Cost for trainers
 - iii. Food and Refreshments
 - iv. Training Venue
 - v. Other training needs as required

Suggesting dates for training are: December 22nd & 23rd 2019. (Two days)

Submission:

The due date for accepting application is 03:00PM hours November, 30, 2019, proposal received after this date and time will not be acceptable for the current opportunity but will be kept for possible future use. The proposal should be submitted in soft word or PDF format and sent to the following email address. rfp@acbar.org

For more information please contact to: **0729129612- 0729129617**
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