

Agency Coordinating Body for Afghan Relief & Development

Opening Date (accepting proposal): 21 Nov, 2019

Closing Date: 30 Nov, 2019

Subject: Request for Proposal for Monitoring and Evaluation Training for ACBAR National Members

Introduction:

ACBAR is pleased to announce a RFP for Monitoring and Evaluation 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 improve the professional capacity of NGO staff. Monitoring and evaluation is an important part of the cycle of project management to ensure quality programs and better accountability.

Scope of the project:

The offeror should provide services, material and equipment to conduct Monitoring and Evaluation training. The training session should include the following contents as described in below:

- Overview of M&E in Project Cycle Management
 - M&E fundamentals
 - Relate M&E to your program and project cycle
 - Identify stakeholders and their differing needs and roles
 - Develop Logic Model and log frame
 - Developing M&E Framework
 - Indicator types
 - Summary of potential data collections processes, tools and data analysis
 - Risk Analysis
 - M&E system and plan
 - M&E Tools, types and uses
 - Updating project work plan based on M&E
 - M&E report
 - Practical work: design of M&E for a sample program to be done during training by trainees in groups
- The training will be for 3 days in Kabul for national NGOs, maximum of 20 participants.
 - The training should be practical and interactive using actual examples, using Logical Frame Work and project implementation plan to design Monitoring and Evaluation plan, design tools including data collections. The attendees should understand what to monitor and what type of data to collect, how to source the data, storing of data and possible verification.
 - The teaching PPTs should be in English and provide explanations as needed in Farsi or Pashto

- Training should provide specifically examples of M&E plan, data collection tools, analysis and final conclusion.
- 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 17th, 18th & 19th 2019. (Three days)

Submission:

The due date for accepting application is 03:00PM hours November, 30th 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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