

Request for Quotation

ACBAR is currently implementing a DFID funded capacity building program, the Twinning Program 2, supporting humanitarian assistance in Afghanistan. This programs aims to improve the capacity of Afghan NGOs. ACBAR will coordinate and train Afghan NGOs to improve their capacity to assess and respond to humanitarian needs in Afghanistan and access international funding, including the AHF. Over the course of the program ACBAR has identified the need to develop the proposal writing skills of NGOs, so that they can confidently apply for funding and provide the necessary humanitarian services to Afghanistan.

The purpose of this request is to provide ACBAR with a quotation for a package of 3 trainings on proposal writing. Each training session will take 3 days for a total of 9 days of training for 24 to 30 participants from National NGOs (NNGO) in Kabul, in 2020.

Suggested training dates are:

Session I Mon., Feb. 22 – Wed., Feb. 26 3 days of Proposal Writing Overview and Basic training

Session II Mon., March 7 – Wed., March 11 3 days of Proposal Writing for Basic Skill Level

Session III Mon., April 6 – April 8, 4 days of Proposal Writing for Intermediate Skill Level

Applicants are asked to submit a proposal that includes registration and license, past experience, a budget with a breakdown of costs, daily agenda, sample curriculum of the training, methodology, pre- and post- tests, evaluation, CVs of trainers, and 3 recommendations. All training will be done in English.

Submissions will start from the date of publication on the ACBAR website. Applications must be sent to tpapplications@acbar.org **Applications should be submitted no later than Wed., Jan. 28 at noon.**

Objectives of training:

This training will focus on developing the skills of proposal writers for NNGOs in Afghanistan providing humanitarian aid. As most donors operate in English, training materials should be in English, but trainers must demonstrate excellent abilities to conduct the trainings in English. Training should be interactive with practical examples and practical assignments. Homework can be assigned between sessions for review.

Suggested content:

- Proposal Writing Overview
- Analyzing RFPs and RFQs
- Stages of Proposal Writing
- Proposal Donor requirements
- How do donors choose proposals?
- Program Planning
- Identifying appropriate data
- Formatting and styles
- Developing concept notes
- Budgeting
- Program design
- Identifying indicators and M&E development
- Sample proposal writing including assignments between sessions

Candidates will be selected based on:

- Quotation and all related documents
- Past training experience in proposal writing
- Budget
- Samples of curricula
- References
- CVs of trainers

ACBAR will cover the cost for venue and food. The budget submitted should cover the following budget lines for Kabul based trainings:

1. Cost for trainers
2. Training materials
3. Stationary
4. Certificates