RFP SUMMARY LETTER

WAW Main Office
Kart-e-Char Street 2 (Taraki Street)
West of Khatamul Nabieen University
House No 119
Kabul Afghanistan

To: Service Providers.
From: Women for Afghan Women (WAW)

Title: WAW-RFP-KBL-0122 Provision of Training for INL Funded WAW-CSC-HRT Project in Kabul & Herat

RFP No: WAW-RFP-KBL-0122

Issuance Date: March 03, 2020

Closing Date for RFP: March 22, 2020 4:00 PM. (Afghanistan local time).

Dear Service Providers:

Women for Afghan Women - is a not for profit, non-governmental organization (NGO) whose mission is some grassroots, civil society organization; our mission is dedicated to securing and protecting the rights of disenfranchised Afghan women and girls in Afghanistan, particularly their rights to develop their individual potential, to self-determination, and to be represented in all areas of life: political, social, cultural and economic. We advocate for women’s rights and challenge the norms that underpin gender-based violence wherever opportunities arise to influence attitudes and bring about change.

Interested and eligible consultancies are invited to submit their completed TENDER DOSSIERS for review. The tender dossier consists of the following information that must be reviewed and completed by each applicant

Collection of RFPs:

The latest date for the collection of the Tender Dossier is March 22, 2020 4:00 PM. (Afghanistan local time). The tender dossier should be collected from The Logistics department WAW KBL Office Kart-e-Char Street 2 (Taraki Street) West of Khatamul Nabieen University House No 119 Kabul Afghanistan.

RFPs Submission Date and Location

All application documentation should be submitted in English language in a sealed and stamp envelope. The name of the supplier and the reference number of the tender process should be written on the outside of the envelope with attention to KBL WAW Main Office Logistic Department Kart-e-Char Street 2 (Taraki Street) West of Khatamul Nabieen University House No 119 Kabul Afghanistan. WAW anticipates selection of the winning tender by as soon as possible

If you have any question or need further clarification please contact on our office address, stated above or email: hr@womenforafghanwomen.org
Closing date for responding of your questions will be 4:00 pm Kabul local time March 18, 2020.

**RFPs Opening Session**

The opening session will be conducted As soon as possible

I. **Bidder’s Agreement with Terms and Conditions** – The completion of all RFP requirements in accordance with the instructions in this RFP and submission to Women for Afghan Women of a quote will constitute a Lump Sum agreement and indicate the Bidder’s agreement to the terms and conditions in this RFP and any attachments hereto. Women for Afghan Women reserves the right to award a agreement without discussion and/or negotiation; however, Women for Afghan Women also reserves the right to conduct discussions and/or negotiations, which among other things may require Bidders(s) to revise its quote (technical and/or price. Issuance of this RFP in no way obligates Women for Afghan Women to award a agreement, nor does it commit Women for Afghan Women to pay any costs incurred by the Bidders in preparing and submitting the quote/Bid.

II. **Index of RFP** – This RFP is comprised in its entirety of the following sections and appendices:

**Sections of RFP**
- Section 1: Quotation Instructions
- Section 2: Description of Training/Services
- Section 3: Special Provisions
- Section 4: Evaluation Criteria

**Appendices**
- Appendix A: Price Quotation Declaration Letter
- Appendix B: Bill of Quantities
- Appendix C: Summary of Relevant Capability, Experience and Past Performance
- Appendix D: Valid Business License/Certificates
- Appendix E: Financial Report (Bank Statement)
- Appendix F: Supplier questionnaire
- Appendix G: Scope of Trainings

III. **Composition of Quote** – Bidders shall submit their quotes/bids for items detailed in Appendix A, B, C, D, E, F & G Detailed Cost Breakdown/Bill of Quantities. The quote will consist of Appendix A through G (see above).

**SECTION 1 – QUOTATION/BIDS INSTRUCTIONS / ADDITIONAL INFORMATION**

The Bidders shall submit its best price offer/quote as per the following requirements:

1. Offer Cover Letter signed by a person authorized to sign on behalf of the Bidders. Use the template in Appendix A.
2. All Prices shall be quoted USD complete service inclusive of all taxes all charges for service contingent to the work.
3. Women for Afghan Women Payment term: first week of the next month to the bank account of supplier.
4. Bid validity: Net 30 days from date of submission
5. Women for Afghan Women will not award a contract or purchase order to an organization without AISA/Ministry of Commerce Business license. The valid AISA/Ministry of Commerce Business License must be attached to the quotation.
6. Identify and shared the assigned trainer’s bio data that will be dedicated to providing the training.
7. All Bidders are required to submit the bid security amount of 50,000 AFN when submitting your offers to WAW Logistic Department. The bid security must be freeze in your bank account.
8. The winner bidder/supplier is strongly required to submit amount of 100,000 AFN as performance guarantee up to end of agreement and at the end of agreement or at the cancelation of agreement the performance guarantee will be return to the contractor.

SECTION 2 – DESCRIPTION OF TRAINING OR SERVICES REQUESTED

Please refer to Appendix A, B, C, D, E, F & G attached list and specifications of items required.

SECTION 3 – SPECIAL PROVISIONS

The below provisions will be incorporated into any purchase order issued by Women for Afghan Women.

3.1 Government Withholding Tax

Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, Women for Afghan Women is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, Women for Afghan Women shall withhold two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce license. For subcontractors/vendors without active AISA or Ministry of Commerce license 7% tax will be withholding, individual vehicle suppliers are exempted from Afghanistan Tax Law.

Before signing of this Agreement, the bidder/supplier will provide a copy of the organization’s AISA or Ministry of Commerce license and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm’s TIN. Records of payments to the MOF shall be maintained on file with Women for Afghan Women.

3.2 Penalty Charges

If the bidder/supplier fails to supply the specified Services within the date stipulated, Women for Afghan Women shall, without prejudice to its other remedies under the Purchase Order/Contract price, as liquidated damages, deduct a sum equivalent to five percent (5%) of the delivered price of the delayed Services for each week of the delay until actual delivery, up to a maximum deduction of Ten Percent (10%) of the Purchase Order/Contract/Contract value.

3.3 Source, Origin and Nationality

The bidder/supplier may not supply any services manufactured in or shipped from the following countries: Cuba, Iraq, Iran, Laos, Libya, North Korea, or Syria.

3.4 Delivery Condition

The agreed trainings should be delivered after the contract issued by Women for Afghan Women
3.5 Inspection

Women for Afghan Women shall have reasonable time to time, after delivery, to inspect the training/service, and to reject acceptance in not conforming to the specifications of this contract and offer. Recovery of the rejected training(s) shall be the sole responsibility of the supplier.

SECTION 4 - EVALUATION CRITERIA

All offers received in response to this solicitation will be evaluated or scored (if Applicable) by evaluation sub factors. The contract/Purchase Order shall be awarded on a best value basis. The following sub factors shall be used to evaluate offers:

1. Technically Acceptable: Women for Afghan Women will evaluate each bidder on its expertise and specification described in the bill of quantity and samples.

2. Cost – Women for Afghan Women will consider the total cost of the bid compared to the deliverables and with the bids received from other bidders and market prices. An analysis of cost reasonableness and competitiveness will be conducted on all bids received.

3. Past performance - The bidders shall include complete details on past activities of similar scope and size, using the format provided in Appendix D, and supplemented with letters of reference. Also, the bids will be evaluated for current and previous presence and experience.

4. Financial Report- Bidders are required to submit their financial report/Bank Statement for last three years.

<table>
<thead>
<tr>
<th>EVALUATION CRITERIA</th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td>Technically /Past Experience</td>
<td>60</td>
</tr>
<tr>
<td>Cost / breakdown</td>
<td>40</td>
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</tbody>
</table>

The bidders must score at least 60 to be consider a qualified bidder.
APPENDIX A

Price Quotation Declaration Letter
[On Letterhead]

<Insert date>

TO: Women for Afghan Women
    Procurement Department

Ladies and Gentlemen:

We, the undersigned, offer to provide the Request for Proposal – RFP # WAW-RFP-KBL-0122 Provision of Trainings in accordance with your Request for Quotation dated <Insert date> and our Proposal (Technical and Financial). Our attached quotation is for the sum of <Sum in Words (AFA0.00 Sum in Figures) >.

Our quotation shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the quotation ( )

We understand you are not bound to accept any quotation you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address
## Appendix B
### Detailed Bill of Quantity
Vendor will deliver the below required trainings on time and per the provided specification

#### Women for Afghan Women
**Detailed Bill of Quantities**

<table>
<thead>
<tr>
<th>No</th>
<th>Line Items Description</th>
<th>Location</th>
<th>Quantity</th>
<th>Unit Cost (USD)</th>
<th>Total Cost (USD)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Training 1: Project Life Cycle Management (For more info please see the scope of works)</td>
<td>Kabul Province</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>2</td>
<td>Training 2: Administration &amp; Effective Supervision Skills/ Stock Management (For more info please see the scope of works)</td>
<td>Kabul Province</td>
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<td>1</td>
<td>1</td>
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<tr>
<td>3</td>
<td>Training 3: Procurement &amp; Asset Management (For more info please see the scope of works)</td>
<td>Kabul Province</td>
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<td>1</td>
<td>1</td>
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<tr>
<td>4</td>
<td>Training 4: Financial Accounting &amp; Afghanistan Tax Law (For more info please see the scope of works)</td>
<td>Kabul Province</td>
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<td>5</td>
<td>Training 5: ToT (Training of Trainers) / Training Methodology (For more info please see the scope of works)</td>
<td>Herat Province</td>
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<td>1</td>
<td>1</td>
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<tr>
<td>6</td>
<td>Training 6: Children's rights &amp; Protection in the context of Afghanistan (For more info please see the scope of works)</td>
<td>Herat Province</td>
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<td>1</td>
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<tr>
<td>7</td>
<td>Training 7: Child Psychology (Psychosocial Wellbeing with behavioral practices) (For more info please see the scope of works)</td>
<td>Herat Province</td>
<td>2</td>
<td>1</td>
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**Grand Total**

Certified by Vendor's Agent:

Date:

Organization's Seal:
Appendix C

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

Include projects that best illustrate your experience relevant to this (RFP) or similar activities, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past Five years may be taken into consideration at the discretion of the evaluation panel.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Project Title and Description of Activities</th>
<th>Location Province/District</th>
<th>Client Name/ Email /Tel #</th>
<th>Cost in US$/AFN</th>
<th>Start Dates</th>
<th>End Dates</th>
<th>Completed on Schedule (Yes/No)</th>
<th>Subcontractor or Prime Contractor?</th>
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<tr>
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</tbody>
</table>
APPENDIX D
BUSINESS LICENSE/CERTIFICATE

License

Please Attach
APPENDIX E

Financial Report/Bank Statement for last three years

Please Attach
APPENDIX F

SUPPLIER QUESTIONNAIRE

The information provided in response to this questionnaire will be held confidential by WAW for use only in Supplier Evaluation and not disclosed to any outside party without your prior written consent.

Please provide the following information:

1. Name of supplier
2. Address of supplier
3. Contact name
4. Telephone number
5. Mobile number
6. Email address
7. Website address
8. What are your opening hours/days?
9. Company registration number
10. Year of company registration
11. Please attach company registration documentation
12. Annual turnover of your company
13. Number of employees in your company
14. Name of bank
15. Bank details
16. What products and services do you supply?
17. Are you able to provide samples of your products?
18. What warranties/repair services do you offer?
19. What storage or stock capacity do you have?
20. Please provide references of other aid agency customers you have supplied with services or products.
21. Do you have a health and safety policy?

It should be noted that the answers you provide to this questionnaire might influence your potential relationship with WAW. Following completion, signature, and submission of this questionnaire any subsequent changes must be submitted to WAW in writing immediately.
Training 1

Project Life Cycle Management

Course Overview:

This course should give participants an understanding of the various aspects of managing a project. This Project Cycle Management Course should be designed to impart practical skills and knowledge, confidence related to the conceptualization, planning, implementation, management and evaluation of the projects.

Training Location: Kabul Province

Expected Training Delivery Date: Apr 2020

Expected Number of Participants: 2

Type of Cost: Per Participants

Language of Training: Dari & English

Training Duration: 4 days

Training Venue, Food & Refreshment, materials and handouts will be covered by the service provider.

Airfare & accommodation of the trainees will be covered by WAW.

Training Contents:

- Institutional Vs Organizational Development
- PCM as a Training Tool PROJECT CYCLE MANAGEMENT TRAINING (PCM)
- Overview of PCM
- Project MGT Terminologies:
  - WBS
  - Triple Constraints
  - Milestone
  - CCB
  - Gant Chart
  - Change MGT
  - Risk Management
  - Quality Control
- Project Initiation:
  - Concept
  - Feasibility Study
  - TOR
- Project Team
- Project Office Settlement

- Project Plan/Project Design:
  - Stake Holder Analysis
  - Research on Baseline Information
  - Problem and Objective Trees
  - Resources Plan
  - Quality Plan
  - Risk Plan
  - Procurement plan
  - Communication plan
  - Creating an Acceptance plan

- The Logical Framework Approach:
  - Goals/purpose
  - Output/activities
  - Indicators
  - Evidence and Risk analysis
  - Assumption/preconditions

- Proposal Development
- Action Planning
- Project Implementation:
  - Time MGT Plan
  - Risk Management
  - Issue Management
  - Procurement MGT
  - Acceptance MGT
  - Change MGT
  - Cost MGT

- Monitoring and Reviewing
- Project Management
- Pitfalls to Avoid
- Project Close Outs

**Training 2**

**Training Title:** Administration & Effective Supervision Skills/ Stock Management

**Location:** Kabul Province

**Expected Number of Participants:** 1

**Expected Training Delivery Date:** Apr 2020

**Type of Cost:** Per Participants

**Language of Training:** Dari & English

**Training Duration:** 3 Days

Training Venue, Food & Refreshment, materials and handouts will be covered by the service provider.
Airfare & accommodation of the trainees will be covered by WAW.

Course Overview:
To help supervisors understand their roles and provides them with tools for achieving sustainable organizational goals. It to help supervisors to focuses upon setting clear outputs for subordinates and monitoring these in line with improving performance and productivity. The participants should learn the skills and behaviors needed for managing oneself and building high performing teams. The course should focus on the key challenges faced by every supervisor and shows practically how to work through these.

The course also should offer supervisory and management tools which will ensure managers/supervisors have the skills and the tools to set clear work outputs for their subordinates motivate them and be able to monitor these outputs effectively. This should improve team performance and cooperation and allow for sustainable organizational growth. Participants should understand stock management skills and procedures.

Training Objectives:

By the end of the training, participants should be able to:

- Understand Effective supervision skills
- Understand Fundamentals of management
- Understand the basic management functions
- Recognize building effective relationships and teams in the workplace
- Understand terms that are frequently used in management
- Prepare and implement Procurement Planning
- Understand stock management Fundamentals
- Understand stock related Documents
- Recognize Stock management procedures
- Understand types of stock and their functions

Training Contents:

- The supervisory context
- How self-awareness and being a good role-model to your team
- Why organizations need managers and supervisors
- Fundamentals of management
- Clarifying each member’s role and cultivate skills needed
- Encourage team to review their performance according to quality standards
- Shift from the older to the new model of management
- Moving from authoritarian models to empowering staff
- Accountability and supervisory effectiveness
- Distinguishing between responsibility, authority and accountability
- The basic management functions – planning, leading, organization & control
- Planning: Forecasting, scheduling, budgeting and developing procedures
- Leading: Decision-making, communicating, motivating and developing people
• Organizing: Developing structures, delegating responsibility, building relationships
• Controlling: Setting standards, measuring performance, correcting and praising
• Build effective relationships and teams in the workplace
• Understanding my personality and how this impacts upon relationships with others
• Understand different management styles.
• Identify my own management style from five prototypes
• Examining the strengths and weaknesses inherent in each style
• Achieving results through planning and prioritizing
• Setting realistic targets and schedules
• Allocating resources responsibly
• The supervisor as a facilitator
• Observing group dynamics and identifying needs
• Chairing meetings inclusively
• Being open to receiving feedback for effective facilitation
• Conflict resolution
• Understanding my instinctive approach to conflict and how this impacts
• Striving for win-win solutions through problem solving
• Conflict scenario simulations
• Delegation, feedback and listening skills
• Overcoming barriers to delegation through stewardship
• Giving and receiving feedback
• Establish performance standards

Stock Management:

• What is stock?
• Types of stock
• Stock management procedures
• Establishing Stock Checking
• Developing Stock Accuracy
• Stock Tolerances and Approvals
• Stock Reconciliations / Discrepancies
• Identifying Surplus and Obsolescent Stock
• Identifying Different Storage Conditions
• Understanding Stock Coding
• Stock Variety Reductions

Training 3

Training Title: Procurement & Asset Management

Location: Kabul Province

Expected Number of Participants: 1

Expected Training Delivery Date: Apr 2020

Type of Cost: Per Participants

Language of Training: Dari & English

Training Duration: 3 Days

Training Venue, Food & Refreshment, materials and handouts will be covered by the service provider.
Airfare & accommodation of the trainees will be covered by WAW.

**Course Overview:**

This course should give participants an understanding of the various aspects of Procurement/Asset Management. This Procurement/Asset Management Course should be designed to impart practical skills and knowledge, confidence related to the Supply Chain Management.

**Training Objectives:**

By the end of the training, participants should be able to:

- Understand Procurement Management Functions
- Understand terms that are frequently used in procurement management
- Identify the goals and objectives of procurement & inventory management and measure the process against these goals
- Evaluate procurement management systems
- Understand negotiation skills
- Prepare and implement Procurement Planning
- Understand Bidding Documents
- Recognize Bidding Procedures
- Understand inventory Fundamentals
- Understand types of inventory and their functions
- Understand Inventory Management Models

**Training Contents:**

- Procurement Management Functions
- Fundamentals of Procurement
- Tendering and Contracting Procedures
- Monitoring and Evaluation
- Procurement Planning
- Bidding Documents
- Bidding Procedures
- Bid Opening, Evaluation and Award of Contract
- Methods of Procurement
- Procurement Cycle Management
- Ethical Considerations in Procurement
- Fraud Detection and Control
- Contract Management
- Fundamentals of Contract Law
- Legal Aspect of Procurement
- Negotiation
- Inventory Fundamentals
- Types of inventory and their functions
- Inventory Management Models
- The Fixed-Interval Purchasing Model
- The Continuous Purchasing Mode
• Bulk ordering
• Inventory Costs
• Purchasing costs
• Storage and holding costs
• Inventory Storage
• Assessing Inventory Management Methods
• Assessment Criteria

Training 4

Training Title: Financial Accounting & Afghanistan Tax Law

Location: Kabul Province

Expected Number of Participants: 1

Expected Training Delivery Date: Apr 2020

Type of Cost: Per Participants

Language of Training: Dari & English

Training Duration: 5 Days

Training Venue, Food & Refreshment, materials and handouts will be covered by the service provider.

Airfare & accommodation of the trainees will be covered by WAW.

Training Objectives:

• Recognize Financial Accounting
• Types of vouchers for receiving payments
• Understand Cycle of payments
• Understand income & Expenses
• Recognize types of financial reports
• Understand Afghanistan Tax Law & Regulations

Training Contents:

• Types of vouchers for receiving payments
• Non-profit taking organizations
• Receiving donations
• Recording donations
• Locating donations cycle and records
• Create estimates
• Tracing double entry impact
• Recording and saving records in emails

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Payments

- Cycle of payments
- Tasks before completing payments
- Create bills and expense reports
- Enter bills in QB
- Overview of money pay out
- Types of vouchers for payments
- Entering details on payment vouchers and maintaining records
- Record expenses
- Tracking double entry impact
- Record business owner’s expenses in case of unregistered business
- Online receiving of cash
- Maintenance of Cash book, Cash ledger and bank ledger
- Downloading and record keeping transactions
- Matching transactions

Income / expenses

- Expenses being recorded on accrual and cash basis
- Details of vouchers
- Auto generation of expenses on accrual basis
- Maintenance of general ledgers of expenses
- Control ledgers and sub ledgers
- Reporting of expenses
- Income recording
- Income discounting
- Donations recording
- Donation reporting
- Bank ledgers
- BRS
- Banking for non-profit organization
- Track funds and stay compliant
- Schedule and send invoice or receipt on recurring basis to donors
- Letters dispatch at financial period end to different donors.
- Categorization of expenses for non-profit organization and reporting

Financial reports

- Obtaining financial reports
- Trial Balance
- Income statement
- Balance Sheet
- Cash flow statements
- Understanding business health by creating different reports including
  - Vertical analysis
  - Horizontal analysis
  - Ratio analysis
- Exporting QB reports to spread sheet and manage for customized usage
- Error and adjustments reconciliation

Afghanistan Tax Law & Regulations

- Types of withholding taxes in NOGs
- Tax Penalties and types of penalties
- Tax payment clearance
- Tax payment procedures
- Tax clearance procedures with MTO
- Tax requirements and documents
- Tax return certificate and check list
- Tax Exemptions
- New Issues and articles on taxes
- Ways of tax calculations

Training 5

Training Title: ToT (Training of Trainers) / Training Methodology

Location: Herat Province

Expected Number of Participants: 20

Expected Training Delivery Date: May 2020

Type of Cost: Full Training

Language of Training: Dari & English

Training Duration: 3 Days

No. Training: One

Materials and handouts will be covered by the service provider.

Training Venue, Food & Refreshment will be providing by WAW.

Course Overview:

This course should give participants an understanding of the training delivery methods, techniques and tools. This Training of Trainers course should be designed to impart practical skills and knowledge, confidence related to the conducting trainings.

Course Objective: -

At the end of the course, participants have understood the effective training delivery methods, techniques and tools and are able to train a group in full respect of methods, techniques and tools as well as participants should be able to identify trainings needs, to design a training session and to ensure a proper follow-up of a course both for the evaluation and for the trainees knowledge transfer.

Training Contents: -

Fundamentals of Training

- Effective Workplace Training
- What makes training effective
- Types of training
- Skills and attributes of an effective trainer
- How to provide an inclusive learning environment?

Developing a Training Session

- Identifying Your Audience
- Performing a Needs Analysis
- Writing Objectives
- Summary

Prepare Training Session & Plan

- Determine objective
- Mind map the content
- Build presentation mechanics
- Create a session plan

Adult Learning

- The principles of adult learning
- Learning Methods
- Training Methodologies
- Dealing with the Difficult
- Presentation mechanics

Training Tools

- Types of Training Tools
- Quick and Easy Games
- Troubleshooting Games

Measuring the effectiveness of training

- Types of Evaluation Forms

**Training 6**

Training Title: Children’s rights & Protection in the context of Afghanistan

Location: Herat Province

Expected Number of Participants: 50

Expected Training Delivery Date: May 2020

Type of Cost: Full Training

Language of Training: Dari & English

Training Duration: 6 Days

No. Training: Two

Materials and handouts will be covered by the service provider.
Training Venue, Food & Refreshment will be providing by WAW.

**Course Overview:**

This course should give participants an understanding of the various aspects of Children’s rights and protection. This Children’s rights and protection course should be designed to impart practical skills and knowledge, confidence related to the Children’s rights and protection.

**Training Objectives:**

By the end of the training, participants should be able to:

- Understand Child’s rights
- Understand terms that are frequently used children’s rights
- To know the legal foundation of child protection
- To Defining and measuring child protection
- To know the cause and consequences of violence
- To become familiar with strategies for preventing and addressing violence
- To learn about components of a child protection system
- To able to identifying problem in child protection system

**Training Contents:**

- **Every child’s right to protection** (The legal foundation of child protection, Defining and measuring children protection)
- **Violence against children** (Causes and consequences of violence, Strategies for preventing and addressing violence with examples of preventing and addressing violence)
- **Children and the Law** (Children in conflict with the Law, Children in contact with Law)
- **A system’s Approach to Child Protection** (Components of a child protection System, Identifying problems in child protection system)

**Training 7**

**Training Title:** Child Psychology (Psychosocial Wellbeing with behavioral practices)

**Location:** Herat Province

**Expected Number of Participants:** 50

**Expected Training Delivery Date:** May 2020

**Type of Cost:** Full Training

**Language of Training:** Dari & English

**Training Duration:** 6 Days

**No. Training:** Two
Materials and handouts will be covered by the service provider.

Training Venue, Food & Refreshment will be providing by WAW.

**Course Overview:**

The course provides participants with a basic understanding of the principles of psychology and a more specific understanding of the psychological makeup of children and adolescents.

**Training Objectives:**

- To develop more effective personnel communication skills in the use and selection of words, gesture, tone of voice, facial expression, listening skills.
- Recognize the psychological aspects and others
- To describe the widespread and often deeply troubling world of childhood and adolescent disorders

**Training Contents:**

**Psychosocial Wellbeing**

- Personality Structure
- Defensive Mechanisms
- Response to stress
- Coping strategies for controlling stress
- Anxiety
- Personality differences
- Personality in work environment
- Personality Types

**Depressions**

- Introduction and Definition of Depression
- Causes of Depressions
- Signs & symptoms of Depressions
- Levels and Type of Depression

**Abnormal behaviors**

- Social Deviations
- Expectations
- Causes of Social and Sexual Deviations
- Solutions

**Motivational Psychology**

- Success Approaches