

ACBAR



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اداره هماهنگی کمکهای بشری و انکشافی برای افغانها

دافغانانو لپاره د بشری او پرمختیایی مرستو د همغږی اداره

Agency Coordinating Body for Afghan Relief & Development

## 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 Protection from Sexual Exploitation and Abuse (PSEA) implementation skills of NGOs, so that they can confidently apply for zero tolerance policy as there is no excuse for this and provide the necessary humanitarian services to Afghanistan.

**The purpose of this request is to provide ACBAR with a proposal for Protection from Sexual Exploitation and Abuse (PSEA) training for twinning partner NNGO's staff.** This training will provide the NNGOs with resources to support implementing and/or strengthening sexual exploitation and abuse (SEA) code of conduct policies and procedures as well as management's role with investigation of SEA incidents.

**NGOs, CSOs, individuals, and businesses with related experience are encouraged to apply.**

**The training should be made up of:**

- **2 hours of online learning each day**
- **Assigned group work using Skype**
- **Individual assignments to be turned in to the trainer for review**
- **The total of online learning, assigned group work and individual assignments should total 18 hours of instruction, discussion, group work, individual work, etc.**
- **The training will be considered to deliver 4 days of training based on the minimum of 18 hours completed.**
- **Review of assignments by trainers does not count as part of the 18 training hours. Final review of assignments and delivery of certificates of completion may be done on the week following the training.**

The training session should be a virtual online training as described totaling 12 hours of training on 4 days, every other day. Dates are suggested below. The training should give a basic overview of PSEA: definition and context in Afghanistan and PSEA.

- This training will be for NNGO online 2020 with a maximum of 30 participants
- The training must include pre- and post-test of all participants and have a training evaluation
- The training should be practical and interactive using actual examples
- The course should be in English with explanations as needed in Dari/Pashto

- The budget for the course should include training material, handouts and completion certificate, ACBAR can provide zoom unless otherwise negotiated with the trainer
- Training should provide specific examples developed for anti-corruption related to NNGOs
- The training should be provided with detailed handouts in addition to the presentations slides
- The training should also have some of videos and provided in a link if possible to make it more understandable
- The training will require also complete report by the trainer
- The training will require assignments and to be evaluated by the trainer and discuss in the next session for a practicality point of view

Suggested dates for training are: Sun., July 5 and Tues., July 7; Thurs., July 9, Sat., 11 to be agreed upon between ACBAR and the trainer.

Submissions will start from the date of publication on the ACBAR website. Applications must be sent to [tpapplications@acbar.org](mailto:tpapplications@acbar.org)

**Applications should be submitted no later than Sun., June 22, 2020.**

Applicants are asked to submit a proposal that includes:

- A daily agenda of curriculum to be trained; with sample section of at least one curriculum
- A budget with a breakdown of costs
- A review of the organization/consultant relevant experience as well as the CVs of the chosen trainers
- Three references
- If the applicants are a company, submit your registration certificates, if applicants are an NNGO or CSO submit related registration certificates

Objectives of training content:

- 1) Understand why PSEA mainstreaming is critical
- 2) Become familiar with minimum operating standards
- 3) Know different approaches for monitoring and evaluating SEA policies and procedures
- 4) Assess an organization's areas for improvements in relation to the prevention of SEA
- 5) Provide an overview of PSEA with examples specific to Afghanistan
- 6) Teach ways to avoid and eliminate PSEA
- 7) Provide practical and useful examples to training participants to meet humanitarian donor requirements for dealing with PSEA

General PSEA content should be presented as determined by the consultant/training team and to include ACBAR requested content:

- Introduction of PSEA and SEA
- The theory and principles of Sexual Exploitation and Abuse, as a form of GBV

- Sexual Exploitation and Abuse (SEA)
- The difference between SEA and Sexual Harassment
- Introduction of the Four Pillars of PSEA Work
- To Serve with Pride: Zero Tolerance for Sexual Exploitation and Abuse
- Safe and Accessible Reporting Systems and Mechanisms
- Mainstreaming Sexual Exploitation and Abuse Prevention and Response
- Managing Sexual Exploitation and Abuse Investigations
- Legal framework in Afghanistan
- Best practices

Candidates will be selected based on past experience, cost, and examples of curricula. ACBAR will cover the zoom app for the training. The budget submitted should cover the following budget lines for Kabul based trainings:

1. Cost for trainers
2. Training materials
3. Handouts to be shared before the training