

**TERMS OF REFERENCE
HIRING TRAINING CONSULTANT
FOR
BRIGHT FUTURE PATHWAY 1: DEMAND DRIVEN TRAINING**

1. About Bright Future

A Bright Future of Afghanistan program is a part of the Addressing Root Cause Fund (ARC) by the Ministry of Foreign Affairs of the Netherlands for the Youth of Afghanistan. The program is aimed to inspire the youth, to remain in their country, get access to a sound employment and entrepreneurial environment and do not risk their lives to travel to the western world.

The program is designed to serve the youth of Urban Kabul in the years 2017-2021. A consortium has been formed that includes Cordaid, Bayat Foundation, Crosswise Works and Hamida Barmaki Organization for the rule of law to carry out specific assignments and responsibilities.

The program serves in 5 outcome pathways (PW), namely, *i) Employment ii) Business Incubation iii) Business Acceleration iv) Strengthened Ecosystem v) rule of law*. The consortium partners have distributed the responsibilities as per their specialties. Besides other responsibilities of Cordaid in the programme, Cordaid is also responsible to implement the Pathway 1: Demand Driven Trainings (PW1) intervention of Bright Future.

2. The TOR

Cordaid is aimed to directly implement the component ‘Demand Driven Trainings’ for the university graduated fresh employees of external employers through its own supervision and resources at Cordaid Enterprise Academy. This TOR is developed by Cordaid’s Private Sector Development (PSD) Programme to locate and hire Training Experts to deliver training on demand of external employers.

The TOR will allow the PSD Programme to start announcing, recruitment process and onboarding of 1 consultant trainer for training of the employees hired by our external employer during the month of August 2020.

Cordaid’s Bright Future team works with employers in Kabul market in order to find and in other cases create jobs. Bright Future’s demand driven trainings is aimed to train expert employees who then can deliver high quality services for their employers ensuring their jobs are efficient and sustained for a longer period. This TOR is specially raised to hire consultant trainer to train at least 24 sales officer of Dunya International Group (DIG) a private company licensed to work in Afghanistan provides affordable priced homebased products in Kabul city initially.

The Consultant Trainer will require to deliver the following activities for the batch of 24 employees of DIG.

a. Needs Assessment, Understanding the requirements of DIG

The consultant trainer will co-work with DIG to understand the requirements. The consultant trainer will conduct a needs assessment with the employees and present the report to Cordaid’s PSD programme.

b. Develop Curriculum

Based on the requirements and needs assessment, the consultant trainer will develop curriculum and seek Cordaid's and DIG's approval. The initial topics considered for the training are

- i) DIG's Values, Mandate, Market, Customers and Shop Setup
- ii) Customer Services, Customer Care, and Professionalism
- iii) Marketing, Business Ethics (Basic to medium level)

c. Delivery of Trainings

Initially, Cordaid suggests a training of 5 days 3 hours a day for the 24 employees will be enough to cover the above listed topics. However, since the Covid19 barriers, we are planning to divide the group of 24 employees into two batches. We can deliver the same trainings in the morning for first batch of 12 employees and in the afternoon for the rest 12 employees. Each training session will take up-to 3 hours.

The consultant trainer will again co-work with Cordaid's PSD experts on setting up the tools, techniques and methodology for the highest results.

d. On the job testing and follow-up support

The trainer will provide few days of follow-up support and on-job testing of the employees to ensure highest satisfaction level of DIG as external employer is achieved and DIG continues hiring new/fresh graduates in future.

3. The Training and Consultation Assignment

In the above listed areas, Bright Future is seeking to hire a consultant to deliver the trainings in a period of between 2-3 weeks. Since the activity is expected to continue, Bright Future sees an opportunity to extend the contract with the same consultant/s in case of satisfactory performance of the consultant/s. This will be a matter of further negotiation between the consultant and Cordaid.

Job Requirement of the consultant trainer

The assignment will be delivered in Kabul, travel is required for the consultant between Cordaid office to DIG head office in Kabul and DIG's sales point located across many districts of Urban Kabul.

The activities are listed along-with the number of days in the below table. Each day is considered to be on standard 8 hours/day.

Description of Activities	Days
a. Needs Assessment, Understanding the requirements of DIG	2
b. Develop Curriculum	2
c. Delivery of Trainings	5
d. On the job testing and follow-up support (Including submission of final report)	3
Total	12

4. Assignment Period and Duration

The activity is agreed with the DIG to be started asap (within the month of July 2020). As per the table above, the activity should be delivered within a period of 12 paid days.

The consultant will be paid on the basis of working days only. In case of a delay due to public holidays etc. the activity will be postponed to the next working days and the consultant will not be awarded for any extra amount of money.

5. Terms of payment

The consultant will be charged 7% of tax as per the government's policy over the full amount of the contract. Cordaid's finance department will decide the mode of payment (either by bank cheque or wire-transfer), the currency in the contract will be paid to the consultant. The consultant will be paid in lumpsum at the end of contract and no advance will be raised. The consultant will submit the final report with an invoice mentioning the full amount of contract excluding the tax.

Besides, Cordaid will offer the following facilities for the consultant while on job.

- a. Food, Refreshment
- b. Internet
- c. Vehicle to travel between Cordaid, DIG office and DIG's sales points.

Cordaid shall not pay for any other personal costs incurred by the consultant to carry-out the job besides what is not mentioned above.

6. Criteria, Qualifications and experience required

Afghans living and able to work in Kabul fulfilling the below requirements are invited to apply

- Candidates having, Master's Degree preferred, Bachelors' degree
- Candidates having Business, Commerce, Economics, Education or any other relevant backgrounds
- At least 5 years of experience with renowned employers
- Candidates having served in Kabul are preferred
- Candidates having served in recent past are preferred.
- Candidates having excellent Dari and English language (written and oral) proficiency.

7. How to apply

Interested Capable Candidates (wo/men) are invited to send their CVs/Resumes and a proposal mentioning about how and why they think they can do the job the best and present their minimum fee expectation, to (CAF-Procurement@cordaid.org cc to Jobs.Afghanistan@cordaid.org) by the end of the day 15th Aug 2020.