**TERMS OF REFERENCE ( TOR )**

**Leadership and PCM Trainings**

**Background**

Oxfam, in collaboration with the international social business called PUR ProJet, is implementing a 5 years project focusing on cashmere supply chains in Afghanistan. The aim is to use the cashmere sector to stimulate local economic and social development. Specifically the project will support community resilience and resource sustainability, improve the engagement of women in the cashmere sector, improve the quality of cashmere products and create better linkages between herders/small-scale producers and the market In the meantime the goat health and goat management (good housing) is also one of expected outcomes that we should achieve for. Firstly, the project aims to increase the capacity of both project staff and beneficiaries particularly the CAOs key members on technical project area, therefore, a series of training will be conduct particularly on technical livestock health and management and cashmere harvesting and trading.

Thus, now the project is at the stage of planning to conduct the two topics of training at the subject of Leadership and Project Cycle Management to its partner’s staff thoroughly.

The training modules and handout will be developed by the selected qualified training consultant in both English and Dari Languages for the reference of project staff. Upon completion of the first round training by qualified expertise consultants then the project staff will conduct similar training sessions to the beneficiaries at community level.

1. **Scope of work**

The training consultancy/individual for this assignment needs to facilitate and organize a training session to mid-level project staff including trainers on Leadership and Project cycle management (PCM) in Kabul. In addition, the contracted training consultancy/individual should develop the training materials To be disseminated to all 20 trainees/participants separately for their reference.

1. **Responsibility of Consultant:**

The contracted Training Consultancy/individual is required to provide:

* Prior to the start of trainings, the selected subcontractor should share the trainings content to ensure Oxfam training expectation is reflected.
* The selected subcontractor should share the training session plan for each session.
* The selected training consultancy should share all the training materials (PPT, Handouts, training manual and etc.) as hard and soft copies.
* Deliver 4 full days training in total at Oxfam Kabul main Office in accordance with the announced ToR.
* Provision of printed training handout to all the participants.
* Training completion certificate to the participants signed by both Oxfam and the consultancy
* Submit final training report to Oxfam within 10 days after successful completion of the training

**Payment:** Fees will be paid upon actual services provided and after getting the certification of the concerned Project Manager and after submission of invoice for the payment. Payments will be through bank accounts.

**Timeline:** The consultant should conduct and complete the trainings within 4 full days, staring from October 10, 2020 ended on October 13, 2020.

**Language of Training:** English, Dari,

**Target participants and # of Participants:** the target of training participants are mid-level employees including trainers and project staff of Oxfam and partner organization. The number of participants will be approximately 20 persons in both sessions.

**Training Venue:** Oxfam in Afghanistan (OiA) main Office, Kabul, Afghanistan. The training venue might be changed but still in Kabul.

1. **Oxfam’s Responsibilities:**
* Will cover transportation and accommodation only for the training participants.
* Arrange training venue and inform the participants
* Provide food and refreshment for the participants and the trainers.
* Pay training fee as per received financial proposal, scope of the trainings, and in accordance with accepted terms of payment
* Provide stationaries and training aid equipment needed for the duration of training days.
* Both parties will be bound to the contents of this ToR.
* The contract will be valid from the date of signing till the training is completed.
1. **Required Qualification:**
* The consultant/individual should be qualified one and have enough work experience in facilitation of trainings.
* The trainers should have fluency in both Dari and English Languages.
* The trainers should have excellent knowledge of Leadership and Project Management.
* The consultant/individual should provide at least three professional references.
* Previous experience of facilitation of Leadership and Project Cycle Management would be count as a high advantage.
1. **Application procedure:**

Applications should include the following:

* Proposal package, proposed methodology and budget.
* At least three previous references.
* Submit application to jobs.afghanistan@oxfamnovib.nl no later than September 23th, 2020.
* Applications that do not contain the information outlined above will not be considered.