



AFGHAN NATIONAL ASSOCIATION FOR ADULT EDUCATION

Human Resources Department

REQUEST FOR PROPOSAL

for

Conducting of SIYB Training of Master Trainers (ToMT)

RFQ Number: HRD/2020/RFP-004

Announcement Date: September 17, 2020

Closing Date: September 30, 2020

I. ABOUT ANAFAE

The Afghan National Association for Adult Education (ANAFAE) was founded in September 2005 as an umbrella organization to foster the development of local adult education centres. The Association sees itself as a national forum for the promotion of strategies and programmes of adult education with a particular focus on literacy learning, basic education, further vocational training, and continuing civic education. It maintains contact with decision makers and policy planners in the sector, officials in charge of Ministry education departments and programmes, tertiary level teachers and instructors, and seeks to encourage proactive dialogue among all stakeholders in the sector, including grassroots practitioners. ANAFAE maintains close ties of cooperation with the National Literacy Centre, the Ministries of Education, Labour, and Women's Affairs and their local structures in the provinces, as well as with Community Development Councils, especially in the northern province of Balkh. Since the end of 2007, ANAFAE is a member of the network of the Asian South Pacific Bureau of Adult Education (ASPBAE).

ANAFAE believes in the fundamental and vital role of ALE adult education and LLL learning and in its enabling power to achieve a sustainable and peaceful development of the country.

ANAFAE is currently active in six provinces (Kabul, Hirat, Balkh, Parwan, Samangan and Jawzjan) providing literacy and adult education services for adult age 15 plus and is an SIYB registered Training Service Provider (TSP).

II. ABOUT THE RFP

ANAFAE is going to conduct and support a ToMT program for interested SIYB Certified Trainers in Afghanistan for national and international eligible candidates. For this purpose, ANAFAE needs an SIYB Senior Master Trainer/Master Trainer Developer to conduct and organize the training during November and December 2020. ANAFAE currently has two certified SIYB Master Trainers who will assist selected Master Trainer Developer on organization of the ToMT and ToT.

III. MINIMUM ELIGIBILITY AND REQUIRED EXPERIENCE

- Must be a certified ILO-SIYB Master Trainer Developer.
- The interested Master Trainer Developer should have at least the experience of conducting three ToMTs successfully.

- Should be an active member of SIYB programs for last five years.
- Should provide an update recommendation letter from the ILO-SIYB global.
- Be able and eligible to stay in Afghanistan during the conduction of the workshop.

IV. EVALUATION CRITERIA

Master Trainer Developers whose proposal meets the requirements stated above, will be proposed for evaluation, and selected based on the duration of service and lowest price offered. Therefore, please provide your best and final offer.

V. Submission guideline

Please submit your offer via email to anafaejobs@gmail.com and put in CC akbar.siyb@gmail.com no later than September 30, 2020 and the subject line should be the RFQ number (HRD/2020/RFP-004).

- Proposal should be signed by the interested Master Trainer Developer.
- Proposal should provide a complete address, phone number and email address.
- The cost proposal should include only the training fee till certification. The rest cost such as accommodation, air tickets, visa cost, stationery and training materials would be covered by the ANAFAE.
- Cost proposal should be submitted in USD currency.
- Proposal should provide the duration of service to be completed.
- Along with the proposal a copy of CV/resume, copy of valid passport, recommendation letter from the ILO-SIYB global, documents from past relevant experiences should be sent.

VI. Tax

A tax of 7% is applicable according to the Afghanistan taxation system on total training fee.