



Request for Quotations (RFQ)¹

Consulting Assignment for facilitating Team Building exercise to Afghanistan country programme team

Issuance Date: 20th October 2020
Deadline for Offers: 5th November 2020
Description: Consulting Assignment for facilitating team building exercise
For: CAID Afghanistan
Point of Contact: SDe@christian-aid.org

1. Background:

CAID Afghanistan team requires support to work better together by: -

- Identifying existing challenges with the aim to support the team to take ownership to resolve them.
- Identifying potential challenges presented by future initiatives
- Reaching group consensus on expected behaviours
- Building a foundation of enabling interpersonal relations that support optimal collaboration and constructive conflict resolution
- Clarifying roles of colleagues in team setting
- Reaffirming CAID Values and enhancing a culture of trust founded on our vision and mission

This exercise is supposed to engage with team members and make collective effort to resolve identified issues.

2. Type of intervention ---- online offline mix

Experienced colleagues from HR team have initiated the process of facilitated discussions. Initial communications started with Afghanistan programme team in this direction.

Applicant needs to listen to the analysis and guidelines of HR colleagues of CAID, read relevant documents, and facilitate the team building exercise. Initially the discussion will be through various e-discussion platforms. The next phase will require face to face discussion, which will happen after international visits are allowed, considering COVID outbreak situation.

3. Expected outcomes: -

Facilitate Team Building exercise of international quality, after preparing exercise design and getting it approved by CAID's HR team. We are looking forward to a thorough team building exercise, with follow up actions.

Written inputs should be submitted in Pdf. Version, within 15 days after online exercise; and then within 20 days after offline exercise. There will be two rounds of presentation, discussion with CA senior authorities, based on the reports.

4. Target Audience: -

¹ Information in this document should be used only for the purpose of RFQ, also not to be quoted for external use.

All CA-Afghanistan team members in Kabul and Herat. Discussion may begin with senior colleagues.

5-Milestones of the assignment

Costs for carrying out the above tasks will be finalised based on technical and financial proposals as well as negotiations with the identified consultant. The payments will be linked with the milestones and no advance payments will be made.

Various milestones and their linkage with payment.

Milestone	% of payment
Milestone 1: Conducting online exercise (Two days) [including all background research, analysis, required preparations, identification of reading materials, if any; and sharing of feedback and report]	30%
Milestone 2: Conducting Face to Face exercise (Two/ Three days) [including preparatory exercises, communications with team members, identification of appropriate tools/ methods, presentation of ideas to HR and senior CAID colleagues, conducting exercises, observation, feedback-recommendations, reporting]	70%

CAID will take care of flight fares. Consultant will be accommodated in CAID guesthouse. Food and travel will be as per CAID's security protocol.

6. Suggestive Expertise

The Consultants should have:

- Sound understanding of NGO work, human behaviour;
 - Experience of facilitating Team Building of INGO team.
 - Communication skill in English. Knowledge in Pashto and Darri will have additional advantage,
 - Knowledge and understanding on issues related to safeguarding, gender and women empowerment.
 - Analytical and report writing skills and task management
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7. Terms and Conditions: -

Confidentiality

The consultant agrees not to disclose and to use their best endeavour to prevent any disclosure by others any matters of a confidential nature to which they may be or become privy because of this agreement. Upon the expiry or termination of this agreement, the consultant shall surrender to CAID all confidential materials or others in their possession, of whatever origin. This article will survive any termination or expiry of this agreement.

Termination of the contract

In the unlikely event of the consultant expressing their inability to continue the assignment for reasons whatsoever, it is expected that a written communication is sent to SDe@christian-aid.org. Remunerations etc. will be redefined as per the new situation.

Similarly, if CAID for any reasons whatsoever, decides to terminate the assignment at any point of time during the pendency of its agreed term, it shall be obliged to communicate the same to the consultant in writing. In such case, CAID will be obliged to make reasonable payment as may be appropriate in the circumstances.