**Terms of Reference**

**For Afghan National Consultancy Firms**

**ActionAid Background**

ActionAid International is a global federation committed to find sustainable solutions to end poverty and injustice. With more than 45 national members and country programs worldwide, ActionAid focuses its resources on working with millions of the poorest and most excluded women, men, girls and boys – making long-term commitments to advance their human rights and transform the world in which everybody can have a life with dignity. ActionAid has been working in Afghanistan since 2002 with the excluded and marginalized communities. The Country Strategy for Afghanistan for the period from 2018 to 2022 titled as “people’s power for social justice and inclusive economic empowerment” focuses on empowerment of women and girls, ensuring sustainable food and nutrition security, promoting climate resilient sustainable agriculture and inclusive livelihoods, building resilience of the right holders to conflicts and disasters and increasing civic participation and state accountability through youth led development as well as gender responsive public services. ActionAid in Afghanistan is currently supporting around 300,000 peoples spread over Herat, Bamyan, Balkh, Jawzjan, Samangan, Ghor, Nangarhar and Kabul Provinces.

**REALISE Project Background**

Resilient Agriculture and Livelihoods Initiative for Socio-economic Empowerment (REALISE) is a project designed by ActionAid Australia and ActionAid Afghanistan under the Australian Afghanistan Community Resilience Scheme (AACRS). It aims to ensure the meaningful participation of 68 rural communities in Balkh and Bamyan provinces in developing their resilience to shocks and seasonal fluctuations in food and livelihood security.

Under REALISE project phase 2, ActionAid Afghanistan is seeking for national consultancy to deliver capacity building trainings for ActionAid Afghanistan and its implementing partner organizations staff.

**Deliverables**

The Consultant/s will deliver as per below training package:

* Draft training concept prior to training, to be presented and discussed through a consultative session.
* Preparing Ready to use in Afghanistan context Training Manual both in English and one of the national languages prior to training. It should also be presented and discussed through a consultative session.
* Comprehensive multi- day training for ActionAid Afghanistan staff and key staff of ActionAid Afghanistan partner organizations, to be conducted in Kabul.
* Post training report, maximum 10 days after training completion date.

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| **Training Package** | | **Price in Afghani / Training** |
| 1 | Effective Business Communication and Report Writing, including effective representation and presentation |  |
| 2 | Financial Management, including Financial reporting |  |
| 3 | Result Based Management – RBM |  |
| 4 | Value Chain Analysis and Development |  |
| 5 | Sustainable Livelihood Approach |  |

**Proposed Timetable**

* Submission of expression of interest (EOI) including draft training concept, methodology and full budget containing line-items detailed on foreseen costs.
* Draft training concept / plan to be presented and discussed through short consultative session with REALISE ActionAid Afghanistan 30Dec.2020.
* Comprehensive multi- day training for ActionAid Afghanistan staff and key staff of ActionAid Afghanistan partner organizations, to be conducted in Kabul during Jan -May 2021.
* Post training report, maximum 10 days after each training session.

**Proposed Methodology**

The consultant/s is responsible for suggesting an appropriate training methodology , as well as presenting and discussing with REALSIE ActionAid Afghanistan , the specific training plan and concepts in Alignment with the overall foreseen training outcomes of enhancing the capacities of its staff in subject matters mentioned in the training package.

**Facilitation by ActionAid Afghanistan**

* ActionAid Afghanistan will assume responsibility for organizing training practicalities (venue, purchase of stationery, food, and refreshments).
* Costs of printing color training manuals.

**Termination**

Any violation of ActionAid Afghanistan Code of Conduct or security policies and regulations will lead to a unilateral termination of the contract.

If ActionAid Afghanistan finds that the Consultant is not discharging his/her duties according to this term of reference, it may at any time, unilaterally terminate the contract.

**Submission Guideline**

Consultancy Firm /Co, that fulfill the requirements shall submit in PDF and Word/Excel formats:

* Expression of interest letter Signed by the consultancy.
* Financial and technical proposal including draft training concept and plan.
* Detailed CV (s) of the Consultant(s).

Please note that the application not received in all above formats, and applications with an application letter lacking signature will not be considered.