

Nejat Center/ NDRC

Job Category	Request For Application (RFA) Consultancy announcement
Date of issue:	01/12/2020
Closing date	12/12/2020
RFA #	NJT/20/004
Position Title	Evaluation and Capacity Building of Organization Governance System.
For further information, please contact	Tel: +93 (0) 708165368 E-mail: nejatcenter@hotmail.com

Nejat Center/NDRC, Afghanistan invites you to submit an application for the Evaluation and Capacity Building of Organization Governance System.

1. INTRODUCTION;

1.1. Acknowledgement;

Upon receipt of the Request for Application please inform the Contracting Authority if you intend to submit a quotation. Please respond even if negative.

1.2. General;

The goods to be purchased are for use by the Contracting Authority in its Vocational Training Skill Programme in Afghanistan, an intervention supported by Nejat Center. The supplier can submit a quotation for one, several or all lots.

Nejat Center is seeking a consultancy to build on an extensive assessment undertaken in 2020 and to further assess our organization management, financial, HR, procurement and security policies and capabilities. Provide recommendations based on their findings which will include an analysis of the organization's governance situation and existing current capacity of our organization system. The consultant will propose modifications, revise and develop the organization documents and SOP. Conduct relevant staff training to ensure that our organization governance system and measures.

2. BACKGROUND;

The Nejat Center for "Social Development and Drug Rehabilitation Medical Services" is a non-governmental, non-political and non-profit organization which promotes the development and humanitarian assistance to the vulnerable groups and focus on wider aspects of drugs such as drug advocacy, treatment and HIV-AIDS prevention and is also involved in education/skill development, peacebuilding/social reintegration and public health programs.

4. KEY OBJECTIVES OF THE ASSIGNMENT;

- ✓ Review and become familiar with all of Nejat Center's existing office related documents, including the HR, Procurement, Financial, Internal Audit, Anti-Corruption, Fraud policies, Safety and Security Manual, Risk Matrix, ensuring their relevance and alignment and redesigning and rewriting as necessary.

- ✓ Assess the strengths and weaknesses of Nejat Center finance, administrative, internal auditor, and security focal points. Formulate personal development plans to coach, mentor, train and recruit a highly professional team.
- ✓ Review and revise the finance and administrative data collected by the initial consultant. Reorganize existing templates to ensure user-friendly, easy-to-read files.
- ✓ Develop and revise the necessary policies, tools and checklists for assessing, controlling, reporting finance related information, as well as for measuring effectiveness and improvement in financial management.
- ✓ Train the senior management team in the head office and as well as at the HQ level.
- ✓ Conduct training on advanced financial, administrative, for increasing acceptance of Administrative, finance and internal audit policies and procedures.
- ✓ Review existing SOPs management plan and security policies and recommend tools for monitoring and implementation with the security team.
- ✓ Provide supportive topics, agendas and training materials to be covered by the operational team following the situation and applicability in Non- governmental organization.
- ✓ Prepare a summary presentation for senior management on the findings and way forward.
- ✓ Review and improve the Taxation System and Financial Accounting standard at the organization level.

5. WHAT DO CONSULTANT DO?

- ✓ Prepare and coach the organization Head office or HQ staff.
- ✓ Help organization Head office or HQ staff get the system ready.
- ✓ Advise where you have gaps (a gap analysis), explain and show you how to fix the gaps, or even do it for you.
- ✓ Advice, teach and guide you throughout the process.
- ✓ Explain how to meet the various requirements. We can also do internal audits for you (a requirement before your external audit).

6. EXPECTED DELIVERABLES:

The consultancy will be responsible for developing a detailed work plan, identifying a relevant sampling methodology .At the end of the capacity building program should bring the organization up to internationally accepted standards. Based on the comments/suggestions received from Nejat Center.

7. PROFILE OF CONSULTANTACITY REQUIRED:

- ✓ Be an official organization or specialized individual working within the capacity building non-profit organization.
- ✓ The consultancy has previous experience in training for NGOs and is familiar with non-profit organizations.
- ✓ Extensive (more than 5 years) managerial experience in the relevant fields.
- ✓ Excellent attention to detail and evidence of quality outputs from previous assignments;
- ✓ Good qualitative and quantitative analytical skills.
- ✓ Good financial and accounting reporting and presenting skills.
- ✓ Punctuality and availability to complete the work on time
- ✓ Knowledge and understanding.
- ✓ Facilitators, Fluent in English

8. DOCUMENTS COMPRISING THE REQUEST FOR APPLICATION (RFA);

The Applicators shall complete and submit the following document with his Application:

- ✓ The attached the application and total cost.
- ✓ Valid Business License

- ✓ Code of Conduct.
- ✓ Previous Experiences contracts

Note: Price shall be quoted in USD

9. TAX:

Government withholding Tax: Pursuant to Article 72 in the Afghanistan Tax law effective March 21, 2009, Nejat Center is required withhold “contractor” taxes from the gross amount payable to all Afghan for-profit subcontractor/vendors with aggregate amount of AFN 500,000.00 or greater and transfer this to the Ministry of Finance. In accordance with this requirement, Nejat Center shall withhold 2% tax from all gross invoices from subcontractors/vendors under this Agreement with the active Ministry of Commerce License. For subcontractors /vendors without an active Ministry of Commerce license, Nejat Center/NDRC shall withhold seven percent 7% “contractor” tax per current Afghanistan Tax law.

10. CLOSING DATE

Application must be sent to Nejat Center not later than the closing date and time. Any application received after that will not be considered.

11. FILLED BY APPLICATOR:

Attachments	Application and Budget
Name of the Consultancy	
Address	
Telephone no.	
E-mail:	
Name of contact person	
Date:	
Signature and stamp	