



## **Amendment No.1**

### **Request for Quotation**

#### **Organizational Capacity Building for CHA, SMO and WBRAO**

**Issuance Date: 6 September 2015**

**Closing Date: 15 September 2015 by 4:00 pm.**

**Deadline for Questions: 13 September 2015 by 4:00 pm.**

#### **Background:**

CHA, SMO, and WBRAO are working in a close coordination and currently implementing an Organizational Capacity Building Project which is funded by Oxfam – Afghanistan.

Coordination of Humanitarian Assistance (CHA), is a non-profit, non-sectarian and non-political humanitarian organization established in 1987 by a team of educated and experienced Afghan volunteers. Starting its work from providing aid to war victims in the field, the organization gradually enhanced its services in other vital areas as disaster risk reduction, health, education, community development and agriculture areas that has, to date, casted a nationwide footprint for quality services. The organization currently works in 15 provinces in various areas of aid work and humanitarian services.

Saba Media Organization (SMO), on the other hand, established in 1997 and is a cultural, social and not-for-profit media organization. It is established to facilitate the development of capacities and sustainability of the free media initiatives in Afghanistan. SMO plans to serve all the free media initiatives and it runs its own, in order to actively strengthen and consolidate the efforts of free media for sustainability and long term improving quality of services. The scopes of SMO's work include Saba Television, Nawa Radio, SAAJ Production Unit and Fajer Designing and Printing Press. SMO is to assist in sustainable development of Afghan society through awareness rising and education of Afghan citizens for creating a society with Peace, Solidarities and Stability.

Watch on Basic Rights Afghanistan Organization (WBRAO) is also a non-governmental, non-profit, non-sectarian and non-political organization. The main purpose of the organization is to contribute in development of Afghan society through providing assistance in reconstruction of

socio-economic infrastructure and development the dynamic of cultural, social and economic in the society. WBRAO registered with the Ministry of Economy of Afghanistan in September 2010 under registration number of 1787.

**Objectives:**

- The project objective is to contribute in capacity building and organizational development of CHA, SMO, and WBRAO for a greater organizational capacity and professional service delivery across Afghanistan with special focus on gender and youth programs in Afghanistan.
- This project aims to carry out a capacity-building trajectory for SMO, CHA and WBRAO.

**Expected Results:**

- Developed and rolled out capacity building programs for SMO, CHA and WBRAO organizations in line with the capacity assessment findings,
- Improved operational, financial and programs capacities of SMO, CHA and WBRAO.

**Project Main Activities:**

- Capacity Building initiative in line with CB plan, the initiative entails curriculum development/adaption, training delivery, and all efforts in relation to the conducting the trainings.
- Developing manuals as enlisted below

Having the capacity and organizational arrangement stated in the above, the three organizations hereby seek a qualified and experience training provider firm to conduct a number of Organizational Capacity Building programs for their personnel in Afghanistan.

Interest training providers/ firms are requested to send their quotations for the following three lots:

**LOT 1 /CHA:**

<b>1) Training Details for Coordination of Humanitarian Assistance (CHA)</b>						
<b>N0</b>	<b>Topics/Training Areas</b>	<b>Number of trainees</b>	<b>Quotation/ Proposed Cost</b>	<b>Training time</b>		<b>Description</b> (The trainings can include, but not limited to, follow items. Given themes are only a blueprint)
				Full day with lunch	Half day without lunch	
1	Project Cycle Management (PCM) Training	8	?	?	?	<ul style="list-style-type: none"> <li>- Initiation, planning, execution, control, and closing.</li> <li>- Project time management</li> <li>- Project scope management</li> <li>- Project cost/resources management</li> <li>- Project stakeholder management</li> <li>- Project risk management</li> </ul>
2	Internal Auditing Training	2	?	?	?	<ul style="list-style-type: none"> <li>- Fundamental of internal audit</li> <li>- Auditing procedure</li> <li>- Documentation and reporting of the audit</li> </ul>
3	Financial Management Training	22	?	?	?	<ul style="list-style-type: none"> <li>- Quantitative methods concepts</li> <li>- Financial reporting and analysis</li> <li>- The income statement, balance sheet and cash flow statement</li> <li>- Ethical and professional standards</li> <li>- Inventories, long-term assets, deferred taxes, and on- and off-balance sheet debt</li> <li>- Fixed income concepts</li> <li>- Corporate finance</li> <li>- Alternative investments</li> <li>- Industry and company analysis</li> <li>- Quantitative methods</li> </ul>
4	Proposal Writing and Project Designing Training	14	?	?	?	<ul style="list-style-type: none"> <li>- Need statement</li> <li>- Project description</li> <li>- Logfram development</li> <li>- Action plan</li> <li>- Methodology development</li> </ul>

						<ul style="list-style-type: none"> <li>- Budgeting</li> <li>- Donor relation building</li> </ul>
5	Security management training	15	?	?	?	<ul style="list-style-type: none"> <li>- Office security</li> <li>- Travel security</li> <li>- Staff protection</li> <li>- Admin and finance systems protection</li> </ul>
6	Logistic management and logistic report writing training	10	?	?	?	<ul style="list-style-type: none"> <li>- logistics report writing training</li> <li>- Inventory</li> </ul>
7	Design assessment tool and rapid assessment report writing training	4	?	?	?	<ul style="list-style-type: none"> <li>- designing various assessment tools</li> <li>- assessment reporting procedures</li> </ul>

**LOT 2 / SMO:**

<b>2) Training Details for Saba Media Organization (SMO)</b>						
No.	Topics/ Training Areas	No of Trainees	Quotation/ Proposed Cost	Training Time		Description (The trainings can include, but not limited to, follow items. Given themes are only a blueprint)
				Full day with lunch	Half day without lunch	
1	Admin Management Training	22	?	?	?	<ul style="list-style-type: none"> <li>- Managerial skills for admins</li> <li>- Meeting and event planning and coordination skills</li> <li>- Office technology and technical skills</li> <li>- Organizational skills</li> <li>- Time and workload management</li> <li>- Travel planning and coordination skills</li> </ul>
2	Technical Report Writing Training	8	?	?	?	<ul style="list-style-type: none"> <li>- Fundamental of reporting including introduction development</li> <li>- Summary development</li> <li>- Output and impact statement</li> <li>- Success story writing</li> <li>- Drawing conclusion</li> <li>- Reporting procedures</li> <li>- Supporting documents</li> </ul>

						- Methodology development
3	Gender mainstreaming training	9	?	?	?	- Gender from the Islamic prospective - Gender laws in national and international scales - Gender equality - Role of gender in working environment
4	Strategic Communications and Media Marketing Training	2	?	?	?	- Specifying goals and determine audience - Developing messages - Specifying communication channels - Establish partnership - Establish relationship - Effective follow up procedures - Social media engagement to carry the message on
5	Human Resources Management Training	6	?	?	?	- HR law - Essential employment practices - Insights into administration and benefits and the legalities of policies and procedures - Recruitment policies - Assessment, appraisal and promotion procedures Etc.
6	Manual for Media Marketing	1 Document				
7	Manual Strategic Communication	1 Document	?	?	?	

**LOT 3 / WBRAO:**

<b>3) Strategy Development/Training Details of Watch on Basic Rights Afghanistan Organization (WBRAO)</b>					
<b>No.</b>	<b>Topics/ Training Areas</b>	<b>No of Trainees</b>	<b>Duration</b>	<b>Quotation</b>	<b>Description</b>
1	Development of a 5 years strategic plan, and instruct the staff on it.	10	To be completed before December 2015.	?	Professional and standard strategic plan is required.
2	Development of Event Management Strategy, and instruct the staff on it.	10		?	Professional and standard strategy shall be developed.
3	Development of M & E Strategy, and instruct the staff on it.	5		?	Professional and standard M&E strategy shall be developed.
4	Development of Communication strategy, and instruct the staff on it.	10		?	Professional and standard communication strategy shall be developed.

**Note:** Duration of each training can be from minimum 3 to maximum 5 days and all the trainings and documents are to be completed by the end of November 2015.

Meanwhile, your quotation shall be in USD and the agreed amount will be paid after tax deduction according to Afghanistan tax law.

It shall also be noted that all activities (material development, training delivery, refreshment, and renting training venues, etc.) under this RFQ will be the responsibility of the training provider.

**How to submit your quotation:**

Interested firms/training providers can submit their quotations by email to the following addresses:

To: [projectsp@2PAf.onmicrosoft.com](mailto:projectsp@2PAf.onmicrosoft.com)

Cc: [nahzat@sabacent.org](mailto:nahzat@sabacent.org) , [zarmina@wbrao.org](mailto:zarmina@wbrao.org)