

Welthungerhilfe, hereinafter abbreviated as WHH, Welthungerhilfe is one of the largest private aid organisations in Germany. It is politically independent and non-denominational. Welthungerhilfe is fighting hunger around the world and is focusing its work around the Sustainable Development Goal 2: “Zero Hunger by 2030”. WHH is operational in 39 countries worldwide. WHH has been working unconditionally in Afghanistan since 1982 and opened its first offices in Afghanistan in 1992. Main fields of WHH’s intervention in Afghanistan are food and nutrition security, rural and regional development thereby reinforcing the efforts of vulnerable rural and urban populations to restore and support their livelihoods and income sources, working towards durable solutions for IDPs and returnees and WaSH (water, sanitation and hygiene).

The Terms of Reference (ToR) described below is related to a grant, co-financed by BMZ, regarding the implementation of the “Women economic empowerment and food security for women in rural areas in Samangan, Jawzjan and Herat (Afghanistan)”. The project is implemented in partnership with three local NGOs (PRB in Jawzjan, OHW in Samangan and RAADA in Herat). The overall project objective is to contribute to strengthening the economic participation of women in the addressed provinces. The scope of work described in the ToR concerns conducting CEFE Training of Trainers programs in the provinces of Jawzjan, Samangan and Herat – Afghanistan

Certified International Trainer on CEFE (m/f) to conduct CEFE Training of Trainers programs in the provinces of Jawzjan, Samangan and Herat – Afghanistan

This posting concerns a short-term assignment of 60 days to conduct three (3) ToT programs, Each ten (10) days minimum, in a freelance capacity or connection to the consultancy company. Totally 30 days are allocated for 3 ToT programs and additional 30 -days may be required for travel time, preparation, developing training materials and submission of the report. The ToT

- i. Consists of 7 days training in entrepreneurship development and 3 days training in facilitation and coaching skills.
- ii. Will be organized in Sheberghan City in Jawzjan, Aybak city in Samangan and Herat City in Herat provinces.
- iii. Will cover the topics of entrepreneurship, entrepreneurial skills, marketing, production planning, organisational management, financial planning, moderation of meetings, facilitation and coaching skills.

The consultancy period is from 15th January 2020 and end by 16th March 2020

Objectives of the ToT programs:

1. Participants of CEFE ToT gained proper knowledge and skills on the topics that would be covered through CEFE training course including but not limited to the entrepreneurship development and adult learning methodologies
2. Participants of CEFE ToT improved their skills on facilitation and coaching
3. Participants are equipped with the proper knowledge, skills, training materials, manuals and guidelines in order to replicate the training at the community level

Methodology to conduct the ToT:

The trainer is obliged to develop training materials including relevant guidelines/manuals, presentations and other educational materials required to conduct 10 days ToT on the mentioned topics, facilitation and coaching in accordance with the CEFE methodologies. The developed training materials, training plan and methodology should be shared and discussed with WHH’s program unit prior to starting implementation. The trainer is responsible to consider inputs and comments of WHH staff and obtain approval on the training materials, plan and methodology.

Deliverables:

- Brief inception report outlining the training methodology, detailed training plan consisting agenda, coaching approach, introduction to the training materials including guidelines/manuals, presentations...etc.
- Conducting ToT to WHH, its partner and sectoral staff in the mentioned provinces

- Provision of training materials and tools including relevant guidelines/manuals, presentations, educational tools...etc that are required to replicate the training at the community level
- Submission of training/mission report to WHH program unit. The report should include details of ToT and evaluation of training by participants
- The trainer is obliged to provide short debriefing to the WHH program staff after completion of ToT in the provinces and country office
- A report on the evaluation of the training sessions based on the assessment and comments by the participants.

General arrangements

- Required equipment (laptop, telephone, internet etc.) is to be provided by the trainer
- All travel costs, including International travel, are to be covered by the trainer for him/her-self and the entire team. WHH will facilitate logistics including booking air tickets, hotels...etc.
- WHH requires the trainer and his/her team to abide by WHH security policies and regulations and WHH Codes of Conduct
- Personal expenses (accommodation, restaurants, food, etc.) will be covered by the trainer. No per diem will be given
- Insurance costs will not be covered; the trainer shall manage his / her own insurance and provide the details of this cover to WHH prior to starting the assignment.
- All contracts must abide by the Government of Afghanistan Tax regulations. Offered prices are inclusive of all relevant taxes and duties and other clearance costs

Facilitation by Welthungerhilfe

- WHH will organize training venue, participants, food, refreshment, training materials, internet (during training time), printing facilities, boards, stationaries and other equipment required.
- The consultant/consultancy firm is obliged to maintain open communication with WHH key staff at the Country Office and the Regional Offices located in the assigned provinces. Consultant would be able to contact WHH's partners if required
- WHH will provide assistance regarding travelling within Afghanistan by providing accommodation in the respective provinces, access to a WHH vehicle and support concerning flight booking. The consultant and his/her team will be assisted by WHH staff or by WHH partner organization staff in access to stakeholders, including the community residents.
- Please note that training should be conducted in English with the simultaneous translation in local (Dari) language. English to Dari Translator will be provided by WHH only for the freelancer consultants if selected.

Time Frame:

- The total time for this assignment is 60 days. It will include 3 ToT programs (each for 10 days minimum) plus travels, preparations and reporting. The inception report is expected within the first 5 days of the contract and should cover training agenda, plan, methodology and materials. The final report should be submitted within the last five days of the contract.
- The contract is for a total period of 60 days; however, the possibility of the extension will be considered if the circumstances merit. The extension of the contract duration will only be accepted based on a strong justification by the consultant/consultancy and agreed upon with WHH.

Your qualifications will include:

- Master's degree in business management or equivalent education qualification with minimum 15 years of Proven experience in entrepreneurship development, entrepreneurship development training and development of customized training products
- should possess a valid licence as a CEFE international trainer with strong communication and facilitation skills
- Knowledge of the socio-economic and business development issues in the context of Afghanistan with a specific focus on women is desired.
- Excellent command of English, spoken and written
- If the lead trainer wishes to use Co-facilitators with him/her, the Co-facilitators should possess the valid CEFE Master Trainer license (preferred) or Co-facilitator License with a minimum of 5 years of experience in CEFE entrepreneurship development training

Submission Guideline:

Trainer, that fulfil the requirements shall submit in PDF and Word / Excel formats:

- Application/expression of interest letter, signed by the trainer/consultancy firm
- Financial and technical proposal
- Detailed CV(s) of the trainer(s)

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

Please submit your documents to afg.kab.hr@welthungerhilfe.de no later than 12th Jan 2020 at COB 17:00hrs Kabul time.

Note:

Submission by national consultants or consultancy firms can be done in hard copies under the condition that the original documents in hard copy are delivered in a sealed envelope stamped with your consultancy stamp to WHH office, Kolola Pushta street # 8 Radio Kileed House # 135 the latest 12th Jan 2020 at COB 17:00hrs Kabul time.

Should you require further technical information or clarifications during the submission of the proposal, please contact

Rajindra Rohitha- Rajindra.Welihindage@welthungerhilfe.de

with mark CC to

Dr. Farshid Farzan -Farshid.Farzan@welthungerhilfe.de

Telephone calls regarding the submissions will not be entertained.