Request for Quotation (RFQ)
for
Leadership Training
(Young Women Practical Leadership Development Program)

Subject: Watch on Basic Rights Afghanistan Organization (WBRAO), is seeking quotations from eligible organizations to provide Leadership Training for the Girls Advocacy Groups (GAGs) in Kabul Province, Afghanistan.

Date of issue: 22 January 2015
Submission deadline: 28 January 2015
Submission Place: Qambar Square, Opposite to National Security Department’s training facility, CHA compound Kabul Afghanistan
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# Table of Contents

1. About the organization: ................................................................. 2
   WBRAO History ........................................................................... 2
   Vision: ....................................................................................... 3
   Mission: ..................................................................................... 3
   Specific Objectives of WBRAO: ................................................. 3
   Core Strategies: .......................................................................... 3
2. Term of Reference: ....................................................................... 4
   Background: .............................................................................. 4
   Objective: ................................................................................... 4
   Output: ....................................................................................... 4
   Outcome: ................................................................................... 4
   Scope of work and Methodology: .............................................. 5
   Timeline and schedule of tasks in summary: ......................... 5
   Tax on payment ......................................................................... 5
3. Guidelines for the applicants: ..................................................... 6
1. About the organization:

WBRAO History

1.1 Background: Afghanistan has been a country at war and civil unrest which has put a stop to any trickle-down effect that might have otherwise occurred since 1980. The overall price of this fighting and civil unrest has resulted in more than 1.5 million dead, a destroyed government system, a failing education system, financial dependency, increased poppy cultivation and trafficking and increased poverty. Culture of conflict has replaced the normal lives of Afghans, the access of all citizens to basic social services and information has been limited. The more crucial is education, food security, health, access to information, and budget analysis aspects of the society which was seriously damaged. During the time of war and unrest, models of educational development and best practices have been changed, and the idea of education for all replaced the earlier trickle-down concept; quality of health services went down and the rate of mortality in infants and children under age of five increased; more people living under poverty line; access to information is limited and national budget is being allocated unevenly.

Meanwhile, if we focus on the back scenario before the conflict years, the situation was not much satisfactory. There were very limited number of education and health institutions governed by the government and were difficult to measure the accessibility and quality of these education and health services to the people. Also there was no private media and access to information was critical. An independent monitoring mechanism to watch the status of education and lobby the status with national and international institutions wasn’t in place.

1.2 What We Do? Watch on Basic Rights Afghanistan is an attempt to build a process of monitoring governance towards professed goals of Basic Rights development, particularly with respect to the marginalized sections of our country. As an attempt to check rhetoric against the real, it will try to monitor both the institutions of governance and their commitment towards citizens and National Strategic Plans and laws (NESPA, NHSP, Media Law and ANDS) for Afghanistan, and citizen’s responsibility to participate in the development process;

The innovative approach of the Watch on Basic Rights Afghanistan process is unique in terms of looking at the functioning and efficiency of the key institutions of governance - executive (in terms of policy and practices). Every year the Watch on Basic Rights report would undertake the monitoring of the sensitivity, efficiency, and efficacy of the institutions of governance in ensuring the fundamentals of Basic Rights (education, Health, Food Security, Access to Information and Budget Analysis) for all. The Watch on Basic Rights Afghanistan Organization report would serve as a useful tool, equipping and informing the government, international institutions and citizens on the actual situation.

This project will be the continuation of former Education Watch project in consideration to its achievements and lessons learnt. The Watch on Basic Rights Afghanistan Organization (WBRAO) was established as the final result of former EW project that will hold the overall implementation responsibilities of this project. WBRAO will continue on path of Education Watch achievements as an autonomous entity.

1.3 Who We Are? We declare our identity through our institutional purposes mentioned below:
Vision:
A developed Afghanistan with a strong civil society and good responsible governance, a country free from poverty, illiteracy and discrimination, where equitable access of all citizens to basic social services and information is provided, all rights and freedoms recognized by the national constitution and international conventions are fully respected and our cultural values and heritage are preserved.

Mission:
To ensure the accurate and accountable implementation of National Strategic Plans and Laws for Afghanistan through:

1. Advocacy for improvement of Basic Rights’ (Education, Health, Food Security, Access to Information and Budget Analysis) policies and practices of national (state institutions, NGOs and private sector) and international (donors, UN agencies, corporations, NGOs) actors, influencing delivery of relevant services in Afghanistan;

2. Raise awareness and mobilize communities and other relevant entities for active participation and coordinated actions;

Institutional Goal of WBRAO: to contribute in improving access to basic rights and encouraging investment on it;

Purpose: To reach demand creation among Afghans and responsiveness of decision makers on Basic Rights;

Specific Objectives of WBRAO:
- To provide analysis on the implementation of National Strategic Plans and Laws related to Basic Rights (Education, Health, Food Security, Access to Information and Budget Analysis);
- Public awareness, community mobilization and persisted advocacy for realization of National Plans and Laws related to Basic Rights (Education, Health, Food Security, Access to Information and Budget Analysis);

Core Strategies:

Core Strategy 1: Collecting and reporting information on the Basic Rights’ (Education, Health, Food Security, Access to Information and carry out Budget Analysis) situation in Afghanistan;

Core Strategy 2: Monitor and where necessary press the government, donor community and implementing agencies for correct and accountable implementation or formulation/reformulation of National Plans and Laws related to Basic Rights (Education, Health, Food Security, Access to Information and Budget Analysis) to ensure that they remain/get on track to meet their targets and support the independent watching mechanism for these commitments;
2. Term of Reference:

**Young Women Practical Leadership Development Program**

**“Leadership for Empowerment”**

**Background:**

Three decades of war in Afghanistan have had a serious negative impact on every aspect of the country’s development. The education system is certainly one of the most affected areas as many people in Afghanistan -especially women and children- were denied their fundamental human right of access to education. Due to unsufficient situation most of Afghan women deprived from taking part in main decisions of the country or be a leader in the country.

To overcome the issue and bring some positive changes in the current situation, much struggle and support are needed. The currently skewed perceptions of women’s abilities will only change when women are given a chance to demonstrate their value and potential contributions to their families, communities and country.

During the past years WBRAO established 14 Girls Advocacy Groups from girls’ schools of Kabul province and instructed them on some basic skills of research and advocacy. A short 3 days training was held for the GAGs during the year 2014, to build their knowledge and skills on leadership, research and advocacy. This trainings have good impact on their work but still it is not enough and they need much more time and support to enhance their skills and knowledge.

**Objective:**

To enhance the level of knowledge and skills of 40 young students from 14 girls’ advocacy groups (GAGs) on leadership, during one month and in two rounds of 2015 first quarter.

**Output:**

- Training Manual and Audio Visual material are developed
- 40 girls students are completed one month training on leadership
- The girls know about the skills and knowledge of leadership and its components

**Outcome:**

- The girls will be well aware and ready to take part in the further capacity development program of Government PROMOTE project;
- Girls’ knowledge will be built on leadership skills and will actively part in leading in the country;
- The Government and Donors will contribute more and support for the capacity development of other GAGs members.
Scope of work and Methodology:
The Leadership training is planned for the GAGs members’ empowerment in Dari Language, totally 40 girls will be selected from 14 schools, class 11 and 12 for this training. Training organizers are responsible to prepare training manual and conduct one month training for each student. Totally 40 girls will be trained in 2 groups of training, 20 girls in each group. During the training 8 main topics will be considered and each topic will be covered around 3-4 sessions/days.

The 8 main topics will be consist of 5 general topics and the rest 3 topics are more specific and selective by the training participants:

1. Leadership’s Definitions, concept and models in Afghanistan context.
2. The speed of Trust: the five waves of trust: Practical examples in Afghan women’s life.
5. Women and leadership: 3rd Package – Leader capabilities, Job’s Preparation skills (CV preparation, job interview, introduction of office environment and equipment usage).
6. 1st Specific Package: Women as Leaders in State/government positions: including Successful case stories: How to work as in the government, Managerial and administrative functions.
7. 2nd Specific Package: Women as leaders in Private sector: including success stories: To become familiar with working in companies as well as how to establish a company, Time and Income Management.
8. 3rd Specific Package: Women as leaders in civil society sector: Advocacy (Research, awareness and advocacy), including success stories: To become familiar with working in NGOs and other CSOS as well as how to establish an NGO or CSO.

Timeline and schedule of tasks in summary
The training will be delivered as follow:

<table>
<thead>
<tr>
<th>S.N</th>
<th>Main Activity</th>
<th>Timing in months</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Signing the contract</td>
<td>01 Feb 2015</td>
</tr>
<tr>
<td>2</td>
<td>Manual development and Presentation</td>
<td>15 Feb 2015</td>
</tr>
<tr>
<td>3</td>
<td>Starting of Trainings (in 2 Groups)</td>
<td>17 Feb 2015</td>
</tr>
<tr>
<td>4</td>
<td>Completion of the trainings</td>
<td>16 Mar 2015</td>
</tr>
<tr>
<td>5</td>
<td>Training report</td>
<td>20 Mar 2015</td>
</tr>
</tbody>
</table>

Tax on payment
Training amount will be paid after tax deduction according to Afghanistan Income Tax Law.
3. Guidelines for the applicants

Quotations for the assignment is solicited from qualified firms/organizations. WBRAO will select the best quotation based on lowest price consideration along with the topics’ outlines and staff qualification. After evaluation of the quotations received, qualified firms/organization will be selected.

Currency for the quotations are considered USD. WBRAO is not responsible for paying any cost or services during the trainings. All the cost for space, heating, stationery, printing, certificates, handout and refreshment during the training sessions are responsibility of the selected training firm/organization.

Instructions to Interested Applicants:

3.1 Examination of the Documents

Interested Firms/Organizations should carefully examine this RFQ. It will be assumed that the Applicant fully understands the local conditions and nature of the Assignment.

3.2 Confidentiality

Any information provided by WBRAO in relation to this process. Applicants must not disclose any information supplied as part of this procurement process to any third party unless such person needs to receive the relevant information for the purposes of enabling a response to any requirement of the RFQ.

WBRAO considers all information submitted by the applicant as confidential and shall use such information for the purposes of this procurement process only.

3.3 Quotation Submission Requirements

The Cover Letter for the RFQ must be addressed to the address mentioned in page one.

The applicant must consider these guidelines when submitting its application:

- One original of the quotation along with the cover letter in a sealed and stamped envelope must be received at the above address, or stamped and scanned document to the mentioned email address no later than 28/01/2015.
- Upon timely receipt, all RFQs become the property of WBRAO.

3.4 Authorized Signature

The cover letter and quotation must contain the signature of a duly authorized officer or agent of the Applicant, empowered with the right to bind the Applicant.

3.5 Payment Provisions

Payments will be deliverable based subject to WBRAO approval of such deliverables.

3.6 Selection of the quotation

WBRAO will select the best quotation based on the lowest price along with the technical required considerations.

3.6 Needed documents

Required documents are as below:

- CVs of Trainers with relevant qualification and experience, proposed for this assignment should be included.
The trainers should have relevant education and experience in core areas of this assignment. Please note that WBRAO may contact relevant references to confirm the validity of any information given.

- Proposed Training Outlines for each topic (above 8 topics), the outlines will be finalized after negotiation with WBRAO.

4. Manual Development and Conducting Training Cost:

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>No of Unit</th>
<th>Unit price USD</th>
<th>Total Price USD</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Manual Production</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Conduct of Training</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Space, heating, stationery, printing, certificates, handout and refreshment.</td>
<td>40</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grand Total:**