



Terms of Reference

Hiring of Training Consultant for

Provision of trainings on DRM, Simulation Exercises, and Humanitarian Crises Management Exercises and Needs assessment to NCA and Partner's staff

Location:	Kabul
Timeframe	2 weeks
Tentative start date	15 October 2022

1. Background

NCA is a non-profit development and humanitarian organization registered as INGO in Afghanistan and has a long history working in partnership with national NGOs to deliver development and humanitarian responses in various regions of Afghanistan. NCA established its presence in Afghanistan in 1979, providing relief assistance to displaced Afghans. Since 2002, long-term development projects (including Climate Resilient WASH), emergency and humanitarian response, and advocacy initiatives have been at the heart of NCA's work. NCA is highly specialized in WASH and supports the recovery of communities affected by conflict, slow and rapid onset man-made and natural disasters – including droughts and floods – through delivering urgent cash-based, WASH and GBV interventions. Both NCA and local partners currently operate in the country, with NCA assuming the lead humanitarian response role. NCA currently delivers various humanitarian and development WASH projects in Daikundi, Uruzgan, Khost, Samangan, Kunduz, Badakhshan, Nangarhar and Kabul provinces. Despite security challenges, NCA prioritises hard-to-reach areas to deliver emergency and long-term aid.

NCA Afghanistan has the Emergency Preparedness and Response Plan in place using the ACT alliance tools and processes. The EPRP also includes the Emergency Preparedness and Response Forum and the Crisis Management Team. The overall goal is to mitigate the impact of disasters and save as many lives as possible from preventable causes. It aims to ensure that effective and timely assistance is provided to people in need through effective coordination and communication on emergency preparedness and humanitarian response between NCA and relevant actors. Coordination mechanisms are established to ensure timely, and effective response during the humanitarian crises. The EPRP is updated twice a year, and when major changes occur in the humanitarian situation in the country.

In 2022 NCA Afghanistan plans to carry out capacity building activities including trainings on DRM, simulation exercises, and Humanitarian Crisis Management exercises. The trainings are to be delivered to NCA Afghanistan and local implementing partner's staff within the given timeline specified in this ToR below.

2. Scope and Objective of the training

NCA Afghanistan is looking for an expert trainer (individual or consulting firm) for providing the trainings on DRM, Simulation Exercises, and Humanitarian Crisis Management Exercises under the EPRP capacity building activities for 2022 to 22 NCA and partner's staff. The trainings to be delivered in Kabul, and all the facilities will be provided by NCA including venue, stationary, food, refreshment, and other training materials. The trainer will be required to conduct the full training cycle for this call, the detailed requirement of the assignment along with the number of days required are listed in the below table.

Activities	Number of Days
Initial discussion with the relevant programme manager, Preparing, Needs Assessment & Training Planning	2
Curriculum Development/Revision	2
Delivery of Trainings	
- DRM Training 1 day	
- Humanitarian Crisis Management 2 days	5
- Simulation Exercises 1 day	
- Needs Assessment through KoBo 1 day	
Final Report	3
Total	12

3. Assignment Period and Duration

The activity is required to be delivered in 9 working days within 2 weeks starting from 15 October, and the final report to be submitted no later than 31 October 2022.

4. Professional Qualifications

5. University degree in any field, preferably Social Sciences. Master's degree and Post graduate education is an added advantage.
6. In-depth knowledge and experience on providing trainings especially in Humanitarian/Emergency Sector in Afghanistan.
7. Practical and theoretical understanding of humanitarian work in Afghanistan.
8. At least ten (10) years' work experience implementing DRR activities or delivering DRR related training activities
9. Knowledge of and familiarity the with Afghanistan context
10. Fluent in both oral and written English, Pashtu and Dari.
11. Excellent Analytical, Presentation, and Report writing skills

12. Application Guidelines

NCA Afghanistan invites qualified consultants (individuals/consulting firms) to apply for this call. Interested consultants are required to submit:

- A cover letter mention about their intention, interest and competencies for this call.

- A 2 – 3 pages work plan which should include the training methodology and techniques to be used for training NCA and partner staff on abovementioned topics.
- A detailed budget as part of the proposal.
- CV (if there is more than one, please submit CVs for all team members and detail the different roles and responsibilities.
- A sample of previous experience in providing similar training.

Please submit your application and other required documents by email to Afghan.Operations@nca.no on or before 5 October 2022 2PM Kabul Time.