



AFGHAN WOMEN'S NETWORK

Consultancy (Firm) for Organization and Staff Capacity Building Training

1. Background

About Afghan Women's Network (AWN)

Following the Fourth World Conference on Women in Beijing, China, where Afghan women representing various organizations and United Nations agencies participated, the idea of establishing a unified platform for cooperation and coordination among Afghan women emerged. Inspired by global women's movements and the need for collective action, these participants formally established the Afghan Women's Network in 1995. AWN serves as a national platform that brings together women's organizations and individual members to strengthen collaboration, promote shared learning, and support institutional development. It provides a structured space for organizations to enhance their capacities and contribute to community-based initiatives.

AWN maintains an active presence in multiple provinces, including Kabul, Herat, Balkh, Kandahar, Bamyan, Paktia, Nangarhar, Badakhshan and Kunduz, while also engaging members across other regions of Afghanistan. As an umbrella network, AWN works in coordination with its members to implement initiatives focused on community well-being, access to services, and capacity strengthening. The network comprises over 5,000 individual members and more than 150 member organizations.

The assignment will focus on enhancing technical competencies, operational efficiency, and strategic engagement across key functional areas. The consultancy is expected to adopt a practical, participatory, and context-sensitive approach, ensuring measurable improvements in staff performance. The training program will be implemented over a period of **Two - Three (2 - 3) months**.

2. Objectives of the Assignment

The primary objective of this consultancy is to strengthen the institutional capacity of AWN staff through targeted training interventions that:

- Enhance technical knowledge and practical skills across core operational areas
- Improve the quality and effectiveness of program design, implementation, and reporting
- Strengthen compliance with organizational policies, safeguarding standards, and donor requirements
- Foster collaboration, networking, and resource mobilization capacities

3. Training Components



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The consultancy will design and deliver comprehensive training modules covering, but not limited to, the following thematic areas (with the possibility of an additional topic if required):

1. Proposal Writing and Fundraising
2. Security and Safeguarding
3. Monitoring and Evaluation (M&E)
4. Procurement and Supply Chain Management
5. Networking and Partnership Development

The consultancy may propose additional relevant 2 topics based on the findings of the training needs assessment.

4. Target Participants

The training will be delivered exclusively to AWN staff, with an estimated **3 - 8 participants per module**. Participants will represent a range of functional roles, requiring the training to be adaptable and practically oriented.

5. Scope of Work

The selected consultancy firm will be responsible for delivering a comprehensive and high-quality training program, including:

- Conducting a detailed **training needs assessment** to inform curriculum design
- Developing tailored training curricula, methodologies, and delivery plans
- Delivering **interactive, participatory, and results-based training sessions**
- Ensuring training is accessible in **Dari/Pashto and Or English**, as required
- Developing and providing high-quality training materials (manuals, presentations, case studies, tools)
- Designing and administering **pre- and post-training assessments** to measure learning outcomes
- Maintaining accurate training documentation, including attendance records
- Providing ongoing feedback and practical recommendations for capacity development
- Submitting a **comprehensive final report** summarizing outcomes, impact, challenges, and recommendations
- Issuing certificates of completion to participants

6. Required Qualifications and Experience

The consultancy firm must demonstrate:

- Legal registration and authorization to operate in Afghanistan
- At least **five (5) years of proven experience** in delivering capacity-building programs for NGOs or similar organizations



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- Demonstrated expertise across the proposed thematic areas
- Strong track record of delivering training in **fragile and complex operating environments**
- Availability of qualified trainers with excellent facilitation skills
- Fluency in **Dari/Pashto and English** (spoken and written)

7. Deliverables

The consultancy is expected to deliver the following:

- Inception report, including methodology, work plan, and training schedule
- Detailed training curricula for each module
- Comprehensive training materials and tools
- Pre- and post-training assessment reports
- Attendance sheets and participant records
- Module-specific summary reports
- Final consolidated report, including evaluation findings and actionable recommendations

8. Duration and Implementation Timeline

The consultancy will be implemented over a period of **Two – Three (2 - 3) months**. The training modules may be delivered sequentially or in parallel, based on an agreed implementation plan with AWN.

9. Application Requirements

Interested firms are invited to submit:

- A **technical proposal** (maximum 5 pages) outlining methodology, approach, and work plan, including CVs of proposed trainers
- A **financial proposal** with a detailed cost breakdown
- At least **One references** from similar assignments
- Valid **legal registration documents**

10. Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

- Relevant experience and past performance – 30%
- Quality and feasibility of the proposed methodology – 30%
- Qualifications and expertise of proposed trainers – 20%
- Cost-effectiveness and value for money – 20%

11. Safeguarding and Compliance



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The selected consultancy firm will be required to adhere strictly to AWN's safeguarding policies and **Protection from Sexual Exploitation and Abuse (PSEA)** standards. Compliance with all applicable ethical, professional, and organizational standards is mandatory throughout the assignment.

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