

Request for Proposal (RFP)

Opening Date: 20 September 2022

Closing Date: 28 September 2022

Subject: **Consultancy Services for Conducting Refresher Training on GIS and Remote Syncing**

1. The Organization

Afghanaid is a British humanitarian and development organisation operating in Afghanistan. For close to forty years we have worked with millions of deprived, excluded and vulnerable families in some of the poorest and most remote communities in Afghanistan. We build basic services, improve livelihoods, and strengthen the rights of women and children, help communities protect against natural disasters and adapt to climate change, and respond to humanitarian emergencies.

Our community-led approach gives ordinary Afghans a voice in their own development, making them active participants in shaping the future of their country. With our years of experience, our majority Afghan team, and our deep understanding of local, cultural and ethnic issues, we have earned great trust and respect among the communities we work alongside. This has allowed us to gain access to some of the most underserved areas of the country.

THE OVERALL OBJECTIVE OF THE CONSULTANCY

The purpose of this Consultancy is to provide 5 full days of refresher training on GIS, basic of QGIS and remote syncing to 14 Afghanaid Staff; building the capacity of the staff, particularly the M&E staff to contribute to the success of the Afghanaid projects.

The focus of the training will be on the adult learning methodology and techniques. The consultant shall use interactive, participatory and collaborative approaches in delivering of the training. And provide tips on how to use the methods, techniques and principles for using GIS and remote syncing in different projects.

Service Provider's Deliverables

1. Develop a training manual in English including at least below modules:

- Basic introduction of GIS and QGIS
- Basic introduction of Remote sensing and vegetation monitoring
- Installation of GIS and QGIS in all Participant devices
- Creating GIS and QGIS map and map visualization
- Exporting data from CSV and excel to ArcGIS
- Working with Vector and Raster Data Layers in ArcGIS
- Basic and Advanced Symbology and Definition query
- Clipping raster and vector files and Creating Buffer
- Intersect Union Merge Dissolve
- Query builder and Map localization
- Geo referencing and data frame map
- Hydrology, data management and KML, KMZ and GIS shape file analysis
- Bringing GPS data into ArcGIS environment
- Processing GPS data using ArcGIS
- Digital Elevation Model (DEM) Surface Analysis
- Hydrological Analysis and watershed boundary identification
- Vegetation monitoring and Calculate Normalized Difference Vegetation Index (NDVI)
- Application of GIS in the field of Hydrology modelling, Surface, land cover, watershed drainage and land use using GIS
- Hydrology: Watershed Delineation and watershed selection, boundary confirmation, water flow direction, flow accumulation etc.

2. Deliver a minimum 5-day Training in Dari (Pashto) to Afghanaid team covering all above topics.

3. Prepare a complete report on the assignments in English including identification of 3-4 training participants to become GIS + Remote sensing trainer.
4. Record the training practical practices in video and share with the participants

DATE AND TIME

The training schedules for 6 hours per day (9 am to 3 pm, including one-hour lunch break) for 5 working days starting from October 16th and will complete on October 20th 2022.

VENUE

The training will take place in the Afghanaid Head Office in Kabul province.

FINANCIAL PROCESS

The payment will be done once the assignment is successfully completed and the service is delivered.

COMMISSIONING MANAGER / REPORTING LINE

The consultant will be closely working with the Afghanaid M&E Manager and M&E Coordinators and report to M&E Manager and M&E Coordinators.

REQUIRED EXPERTISE

- Highly developed analytical experience and skills of facilitating Trainings
- Previous Training facilitation experience for international NGO's on same topic
- Good knowledge and experience of development training manuals, module checklists and reports.
- Familiarity with institutional donors' requirements international and national laws and guidelines to be considered in training designing

SUBMISSION OF EXPRESSION OF INTEREST

Individuals/Firms that meet the above requirements should submit expression of interest, which should include the following:

- Cover letter including the individual resource person's/firm's suitability for the assignment and current contact information
- Technical and Financial proposal
- Documents supporting evidence of required qualification including samples of written reports relevant experience, CV of the resource person who will undertake directly this assignment
- Detailed work plan including the proposed tasks described above and detailed training plan with breakdown of budget.
- Previous experience references for reference check.

REQUIREMENTS FOR RFP:

1) Contact Information

Provide a Primary Contact Person, Company Name, Address, Phone Number, E-mail Address.

2) Background and Experience

Outline your approach to providing the deliverables listed in the ToR/assignment.

Describe your/ your organization's expertise and experience related to assignment with other NGOs by providing a list of your clients including their name, project details, location total contract value and other relevant information.

3) Key Staff/Lead Consultant

Identify key staff that will be dedicated to providing this consultancy.

Describe education and experience of key staff relevant to the requested services.

4) Consultancy Cost

Provide a detailed budget for the services.

CONTACT DETAILS & SUBMISSIONS

- **Application deadline**

28th September 2022

- **Application nature and structure**

The application should include:

- Technical Proposal
- Financial Proposal

- Limitations on applicants from more than one company or group of companies; where a conflict of interest exists in the ownership or identity of applicants; or the inclusion of named specialists on more than one application; etc.

Application screening and selection process

The selection process will include:

- Review of the proposal
- Presentation by shortlisted applicants
- Further discussions with the shortlisted applicants

CONTACT DETAILS & SUBMISSIONS

All communication regarding this RFP shall be directed via email to email: jobs@afghanaid.org.uk

National/International firms/individuals that meet the above requirements should submit their application to jobs@afghanaid.org.uk by **28th September 2022**.

Please also write in the subject line of your email "**RFP No. AAD-09-22-2022**" Proposal for "**Conducting Refresher Training on GIS and Remote Syncing**".

Questions regarding to the request for proposal may be raised until **4:30 pm (Kabul Time) September 26th, 2022**
Electronic copies of the Proposals in response to this request are to be submitted until **4:30 pm (Kabul Time) September 28th, 2022**.

Proposals received after this date will not be considered.

Only registered consultancies/organizations and individual meeting the above criteria will be short listed for further procedure. Application with no proper subject (as requested above) will not be given consideration. Due to the high volume of applications we receive, we are unable to respond to every application. If you have not heard from us within 2 weeks of the deadline, then you have not been successful for shortlisting