

Agency Coordinating Body for Afghan Relief & Development**Request for Proposal****Develop and Operationalize a Learning Management System (LMS) for Online Humanitarian Trainings for NGOs.**

Agency Coordinating Body for Afghan Relief & Development (ACBAR) is a national, independent, non-government organization (NGO) that provides a platform for information-sharing and networking for national and international NGOs in Afghanistan. For more than ten years, ACBAR has been supporting the capacity development of national NGO's (NNGO) in Afghanistan and is currently implementing projects funded by the UK Foreign Commonwealth and Development Office (FCDO) and SDC. The program aims to improve the capacity of staff of Afghan National NGOs. ACBAR supports and trains these Afghan NGOs to improve their capacity to assess and respond to humanitarian needs in Afghanistan, design and implement new humanitarian and development projects, and access new sources of funding through partnerships with international donors, UN agencies, and international NGO's. As part of the program, ACBAR delivers targeted trainings on relevant subjects that improve the knowledge and skill base of employees of NNGO participants, complimented by capacity strengthening approach.

Furthermore, ACBAR is working on the development of online training modules that can more widely and readily be accessed. Under this program, ACBAR develop at least five (5) fully web-based targeted trainings for NGOs, developed in local languages, focusing on common issues faced by these partners, ACBAR will develop a learning platform that can be accessed by both members and non-members, greatly expanding the number of NGOs supported through trainings.

ACBAR is seeking proposals from interested and qualified parties and competent firms, for develop a fully online training platform in national languages (both Pashto and Dari) for the staff of NGOs working in the humanitarian and basic needs (development) sectors in Afghanistan. Businesses and consulting firms with relevant experience working in Afghanistan are encourage to submit a proposal.

Consultancy Deliverables**1. Learning Management System (LMS)**

The consultant should develop a contextually suitable Learning Management System (LMS) that will support the planning, delivery, management, and monitoring of training activities. The proposed LMS should provide a user-friendly, secure, and accessible platform for online learning in Pashto and Dari languages. The LMS should be designed to enable ACBAR to develop, upload, manage, and deliver training courses and related learning materials, and allow participants to access training materials, complete assignments, participate in assessments, and track their learning progress. The system should include at minimum the following components and features:

A. Course User Interface:

- Automated registration and management of learners, trainers, administrators, and other relevant users, with appropriate access permissions and user roles.
- The LMS should allow users to participate in learning sessions through self-paced online training and integrate with commonly used virtual meeting platforms where applicable.
- The LMS should be accessible through commonly used web browsers and mobile devices and should provide a user-friendly interface for users with different levels of digital literacy.
- The LMS should support English, Dari and Pashto languages.
- The LMS should allow learners to monitor course participation, completion, assessment results, and overall learning progress.
- The LMS should provide notifications, announcements, reminders, and other communication features to facilitate interaction between administrators, and learners and to provide users adequate technical support, as needed.
- The LMS should have appropriate security measures to protect user information, learning records, and other data against unauthorized access, loss, or misuse
- The LMS should self-generate and issue certificates of completion to participants who complete defined course requirements.

B. Administrative/Management Interface

- The LMS should provide administrators access to create, organize, publish, update, and manage multiple training courses and learning modules.
- The LMS should provide all users easy tools for uploading and accessing documents, presentations, videos, audio files, links, and other learning resources.
- The LMS should provide administrators access to create assignments, quizzes, tests, surveys, and other assessment activities as part of course materials. Quizzes and exercises should be integrated into the course module material and should be automatically scored.
- The LMS should provide administrators with comprehensive reports on participant registration, attendance, course completion, assessment results, engagement, and other relevant learning indicators. It should also provide functionality to export relevant learner, course, attendance, assessment, and reporting data in commonly used formats.

2. Training Content Adaptation, Translation and Management

The consultancy will be responsible to work with ACBAR to adapt, translate (Dari and Pashto), digitize, and manage pre-existing training and learning materials for integration into the Learning Management System (LMS). The following areas to be considered but not limited to:

- Review and organize the existing training materials, including documents, manuals, presentations, and other learning resources.
- Support translation of the approved materials into the Dari and Pashto languages and adapt the content to ensure it is culturally and contextually appropriate for the target audience
- Convert and adapt the existing materials into engaging, user-friendly online learning modules suitable for the LMS in the relevant languages (Dari, Pashto, English)

- Incorporate appropriate learning formats, including videos, text, presentations, graphics, quizzes, assessments, and interactive elements, where relevant.
- Upload, structure, categorize, and format the developed content within the LMS, ensuring proper navigation and accessibility.
- Provide quality assurance to test all modules and materials on the LMS to ensure that the content, videos, presentations, assessments, links, and functionality work correctly.
- Support revisions and updates based on feedback from the client and ensure that the LMS content remains accurate, functional, and up to date.

3. Training and Technical Support

The consultant should to provide relevant training and technical support to ACBAR, including but not limited to:

- Train relevant ACBAR staff on day-to-day administration and maintenance of the LMS.
- Train ACBAR Staff members to develop new training modules in the LMS, as well as to manage day-to-day administration of the LMS.
- The service provider should provide technical support, troubleshooting, system maintenance, and user guidance throughout the contract period.

Applications

Application Requirements: Interested applicants are requested to submit a technical proposal that includes a detailed description of how the applicant will provide the consultancy deliverables. The proposal should also include the following components:

1. Alignment with ACBAR's recommended [TECHNICAL SPECIFICATIONS](#) (please see hyperlink).
2. Demonstrated experience in content adaptation, translation/localization, e-learning development, and LMS management, preferably for similar projects.
3. Demonstrated Technical Capacity and Expertise developing online learning systems or other like interfaces
4. Availability and CVs of qualified personnel with expertise in instructional design, multimedia development, translation, graphic design, video production, and LMS administration.
5. Detailed work plan to complete and deliver all requirements of the consultancy.
6. Three professional references.
7. A detailed budget/cost proposal of all activities required to complete all required deliverables.

Evaluation Criteria: Applications will be selected based upon evaluation of the following criteria:

- Quality of the Technical Proposal and Proposed Deliverables
- Experience and qualifications of the applicant/consultant
- Experience and qualification of the proposed technical team
- Value for Money

Applications must be submitted electronically sent to applications@acbar.org

APPLICATION DEADLINE: September 12, 2026.