**Request for Application**

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| **Name of sub-grant** | Capacity Building and Sub-Granting to Local Organizations |
| **Number Opportunity** | 20 local organizations (4 per Province) |
| **Location** | Kabul, Nangarhar, Balkh, Kunduz and Herat |
| **Duration** | 12 Months |
| **Support offer** | Capacity building and Grants to support MSMEs |
| **Announcing date** | 1 Jun 2025 |
| **Closing date** | 20 Jun 2025 |

**About Acted**

Since 1993, Acted, an international NGO, has provided emergency humanitarian aid and promoted sustainable development worldwide. Operating in 42 countries, Acted aims to save lives, support vulnerable communities, and create long-term solutions, especially in hard-to-reach areas. In 2022, Acted reached 18 million people through 596 projects.

In Afghanistan, Acted is active in 18 provinces, responding to natural and man-made disasters. Its work includes emergency aid and long-term development across agriculture, shelter, education, WASH, food security, and governance.

**Background**

Amid the country’s financial and political crisis since 2021, Afghan micro, small, and medium enterprises (MSMEs) have been hit hard. To support them, acted and its partner, The Liaison Office (TLO), launched a 30-month initiative aimed at improving MSMEs' access to socio-economic opportunities.

Through the “Fostering Access to Socio-Economic Opportunities” project, **funded by EU**, Acted aims to strengthen 20 local organizations (LOs) in Afghanistan over 12 months, enabling them to better support micro, small, and medium enterprises (MSMEs).

**Objectives**

1. **Capacity Building for Local Organizations**  
    Acted will assess the needs of each LO and deliver tailored training and technical support. These sessions will focus on improving project planning, implementation, monitoring, and the ability to assist MSMEs effectively.
2. **Supporting Market Access for MSMEs**  
    Empowered LOs will implement local projects that directly enhance MSMEs’ access to markets. This includes identifying market opportunities, creating business connections, and addressing challenges MSMEs face in reaching customers.
3. **Strengthening the Role of LOs as Intermediaries**  
    The project will enhance the ability of LOs to act as bridges between MSMEs and key stakeholders such as government bodies, private sector actors, and financial institutions.
4. **Promoting Sustainable, Locally Led Development**  
    LOs will receive small grants to implement projects aligned with their communities' needs. These initiatives aim to foster economic resilience and sustainable growth.
5. **Creating an Enabling Socio-Economic Environment**  
    By leveraging their local knowledge and networks, LOs will contribute to building a more inclusive economic environment that supports small business development in the long term.

**Roles and Responsibilities**

* **Prepare Key Documents**: Submit a short project proposal, detailed budget, and work plan outlining planned activities and expected outcomes.
* **Support MSMEs**: Ensure all activities directly enhance market access and capacity building for MSMEs.
* **Implement Approved Activities**: Execute the project based on the training received, focusing on impact and sustainability.
* **Promote Inclusion**: Design inclusive and participatory activities, targeting vulnerable groups and considering gender and cultural sensitivity.
* **Engage Local Stakeholders**: Work closely with community leaders, local authorities, and private sector actors to support implementation.
* **Monitor and Document**: Track activities, gather evidence (e.g., photos, attendance lists, success stories), and monitor project outcomes.
* **Report and Comply**: Submit timely reports, use grant funds as approved, and fully cooperate with acted’s monitoring and evaluation processes.

**Eligibility Criteria**

**Required Criteria:**

* The organization must have a valid license from the Ministry of Economy (MoE), and also chambers can apply for it.
* The organization should be independent of any political affiliation with any political party or political figure.
* The organization must have at least 2 years of proven experience in supporting MSMEs through capacity building and grants and must provide a list of relevant projects.
* The organization should have approval of the Department of Economy of above-mentioned province to implement activities in the province; Thus, its main office should be in province that applying for.
* The organization should have a basic operational and organizational structure.
* The organization must provide organizational profile, bank account, TIN, and tax clearance.
* The organization must have clear organizational policies (like code of conduct, gender, child protection).
* The organization must have established networks and strong relationships with key local entities and individuals, such as community leaders, religious leaders, local social committees, MSMEs, tribal elders, and others. The organization must be committed to gender inclusion and women empowerment, especially within the MSME context in current situation of Afghanistan.
* The organization should not be part of another capacity building program with Acted or other NGO.
* The organization must provide all required supporting documents as per shared checklist.

**Preferred criteria:**

* The organization has technical people on board who will be involved in activity implementation.
* The organization has active and current involvement with women-led MSMEs in the economic empowerment space.
* Organizations possess strong skills in communication, problem-solving, teamwork, training management, and networking.
* Organizations can work well with communities and have a sense of cohesion.
* The organization has a PSEA policy, a complaint mechanism, and a standard financial system.

**Submission guidance**

Interested local organizations (LOs) that fulfill the above-mentioned requirements are invited to fill expression of interest (EOI) and send it as a pdf along with other supporting documents that are specified in required documents. Please see attached EOI form,

When you are applying take care for the below points:

* Please mention the number of project and the name of the province in the subject line of your email, for example, **(02FTU/*Name of province/Name of NGO****),* or your application may not be considered.
* Be informed that an LO can only apply for only one province, and Acted will consider only those LOs whose main office is in that province.
* Please don’t remove, edit, or add any section of EOI but if it is mentioned in EOI.
* Please name each supporting documents same as the name it has in this guideline, for example, (**Valid license—*Name of your organization/ name of Province***)
* Acted will not accept applications in hard copy.
* Please avoid sending heavy documents, such as detailed proposals, unless you are asked to.
* The application (EOI and supporting documents) should be submitted in PDF format.
* The supporting documents checklist should be attached to the email separately.
* Please attach each document separately and better on pdf format.
* Question, EOI and supporting documents have to be submitted electronically to the following email address : [afghanistan.cfp@acted.org](mailto:afghanistan.cfp@acted.org)
* Closing date is Jun 20, 2025.

**Required supporting documents**

* Valid license
* Signed declaration of political independence
* Organizational profile (mission & vision, chart)
* Bank account details
* Tax clearance
* Audit report
* Organizational policies (Code of Conduct, gender, child protection Compliance Mechanisms, Financial System)
* Any additional supporting documents
* CVs of technical staff

**Selection Process**

The selection process for this support is transparent and will be done through a competitive selection process chair by Acted and its selection committee.

Application received after the **above-mentioned deadline will not be considered for review.** Applications must be submitted in English and Dari/Pashto. Only shortlisted local organizations will be contacted for interview and further assessment.

*Applying does not mean that the support will be awarded.*

**Important Note:** Acted – Afghanistan is an equal opportunity to every local organization, both men and women headed are encouraged to apply.

Applications that do not meet and/or are submitted based on the above criteria will not be reviewed.