

NEW LIFE ORGANIZATION
PROGRAMS
ROLE PROFILE



Job Title	SME Manual Developer
Organization	New Life Organizatoin (NLO)
Duty Station	Kabul, Afghanistan- (remote work)
Type of contract	Non-Staff
Contract Duration	22 working days
Announcing Date	22 April 2024
RFP submission date:	28 April 2024
Submission Email:	Recruitment@newlife.org.af

New Life Organization (NLO) is an Afghan national NGO, registered under registration number 3258 with the Ministry of Economy government of Afghanistan in 2014. Initially, NLO worked with Pashayee Ethnicity in Nuristan, Nangarhar, Laghman, and Kapisa provinces of Afghanistan and supported students, worked with youth and women to empower them through education and livelihood and food security such as supporting income generation activities at a small scale and economic recovery in remote and far away areas of the country. Despite this, NLO conducted volunteer assessments, and monitoring activities on development projects to ensure quality and transparency, and shared findings with the relevant authorities informally but with a positive impact.

NLO supports marginalized and vulnerable communities through food assistance to help people live without losing their lives and to contribute to the local food and market systems rebuilding and rehabilitation. NLO advances livelihood approaches that secure, recover, and build up individuals' and households' abilities to earn and live with dignity. NLO supports engagement in social and economic opportunities that reinforce the adaptive capacity of systems, individuals, families, and communities affected by displacement and prevent repetition of displacement.

The purpose of creating this position is to provide community mobilization related supports to the implementation of the New Life Organization UNDP grant in the designated province is Kabul. Particularly, the Community Mobilizer will be responsible for effective community mobilization so that project activities are well understood and accepted by the target communities and beneficiaries.

Main responsibilities:

Under the overall authority of the managing director of the NLO Kabul office, and overall supervision of the senior livelihood officer the individual consultant will have the following main responsibilities:

- I. Develop a business soft skill manual/ presentation. Develop a module syllabus with the scope and sequence of the content and session objectives and session in Pashto and or in Dari
- II. Develop the content of the business soft skill and business management module with briefs in Pashto and or in Dari.

- III. Develop a brief workshop plan as a ToT for master trainers in Pashto and or in Dari for the first roll-out:

The following are the overall requirements of the deliverables (22 working days and raks based on completion)

1. Scope and sequence of the module content with session themes and expected learning outcomes.
2. Business soft skill and business management module (session scripts and handouts) and illustration briefs

Total contract cost:

NLO will provide feedback on each deliverable submitted and hold regular meetings to ensure the progress and quality of the consultant's work. Ensure that all visibility materials are produced in line with NLO's branding guidelines.

Required qualifications and competencies

Education

- Minimum of bachelor's degree or equivalent in the field of business management, economics and agriculture, and another relevant area.

Work experience and skills and competencies for the manual developer

- Previous experience in designing learning and teaching materials for illiterate communities in business management for SMEs in Afghanistan.
- Experience in organizing and facilitating workshops/trainings and coordinating the work of multiple contributors and stakeholders.
- Proficiency in using Microsoft Office software and other communication platforms is necessary.
- Ability to work under pressure, manage heavy workloads, and meet tight deadlines.
- Attention to detail; and
- Excellent written and spoken communication skills in English, Pashto, and Dari.
- Previous experience in designing learning and teaching materials for illiterate communities in business management for SME in Afghanistan
Experience in organizing and facilitating workshops/trainings and coordinating the work of multiple contributors and stakeholders.