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Baz Consulting International(BCI), Kabul

Request for Expression of Interest(REOI) and the Terms of reference(TOR)

**Position: BCI's Program Coordinator(one Post only) for Women in Leadership(WLD) Training Project,
under Titra Tech-WLD-Promote Program of USAID**

Vacancy No : BCI-01/PC/TT-WLD /PROMOTE/USAID

Background of BCI:

Baz Consulting International(BCI) has the potential of meeting all Information Communications Technologies(ICT)and Management/Training consulting needs of the Country.BCI comprises of a specialized team having over 100 years of combined international and local ICT experience with specialized expertise in developing transitional states of growth. We are registered company with Afghanistan government under the license number D-81953 and registered with NATO nations under NCAGE number SCVM0 with allotted D-U-N-S, Number561233126.

We are trusted partner and one stop shop for current and futuristic developments:

- We support the organizations in managing and continually improving the processes in their value chain ecosystem in order to help them turn in to a truly 'process-oriented' organizations.
- We fully integrate ICT into the business decisions and operations engine thus enabling the organizations to be more efficient.
- We proactively embed sustainability and innovation in the DNA of the organizations.

BCI is 100% trust worthy partner and solution provider in areas like e-Government, Cyber Security, Smart Technologies, Strategies, Policies & Standards, IT Audit, e-Education, Tele-Medicine, IT Staff Augmentation, Call Center, BPO, ICT Skills Development, ICT & Youth, ICT & Women, Project Management of large, medium and small sized Projects, Monitoring and Evaluation Activities of different types of Projects, Implementation of Infrastructure Building Projects, Design and building of Optical Fiber Networks, Satellite Hubs, Data Centers and Managed Services for running ongoing Businesses optimally.

Background of WLD Training under TT-WLD-USAID Program:

Tetra Tech ARD, the implementing partner for USAID's Women's Leadership Development (USAID WLD) pursuant to the Foreign Assistance Act of 1961, as amended, and in accordance with USAID Contract No AID-306-I-TO-14-00031, is authorized to provide Grants under Contract (GUC) to meet its program objectives. After submission of the Proposal in response to the RFA " **TT-WLD-RFA-G-KBL-0001D/ Request for Applications: Implement the Jawana Curriculum for Primary Target Groups in Kabul**", TT WLD has found BCI qualified to 'Implement the Jawana Curriculum for Primary Target Groups in Kabul,' wherein 900 Girls will be trained in Kabul under the arrangements of BCI for an estimated period of 12 months, with effect from March, 2018.

Through Component 4, Women's Leadership Development (WLD), of the USAID PROMOTE program, the primary target group (900 Girls to be trained under the arrangements of BCI) will be provided with opportunities to develop management and leadership skills that will enable entry and advancement into decision making positions in mainstream social, political and economic sectors at national, provincial and perhaps district levels in Afghanistan. **The primary target group is Afghan women between the ages of 18 and 30 who possess at least a high school diploma, though many will also have undertaken some college, university or Technical and Vocational Education and Training (TVET) study or possess a university degree.**

It is expected that women who are equipped with the advanced skills, leadership acumen and self-confidence to compete successfully for high ranking positions, will advance within key sectors as leaders and change agents at the national, provincial and district levels. To assist the implementation of the project, Tetra Tech WLD will be offered the services of BCI to deliver the Jawana Management and Leadership Curriculum which has been developed by USAID Promote WLD project. In addition, TT WLD has asked BCI to provide capacity building and coaching for women in the target group. The purpose of the TT-WLD grant is to build the sustainability and resiliency of Afghanistan's long-term capacity to train women leaders. The objective is for BCI to successfully deliver the Jawana curriculum for WLD's primary target group over the course of one year. BCI is committed to the institutionalization and sustainability of the Jawana curriculum into the educational system of Maryam University which is a partner of BCI in running this Program, wherein the aim is to leverage additional in-kind resources and opportunities for women during and after the program.

Program Management: This project to 'Implement the Management and Leadership (Jawana) Curriculum for Primary Target Groups in Kabul' will be managed by one full time Program Coordinator, 6 Course Facilitators, one Course Leader and other Project Staff who will be hired by the BCI. **A joint committee consisting of representatives from the BCI, Afghan Women's Educational Center (AWEC) and TT WLD Training Department Representatives shall shortlist the Candidates for PC, CFs and the Course Leader Posts and conduct interviews. The Candidates shall be evaluated based on the job requirements outlined in the Job Descriptions for described Positions. The Staff as required by BCI for implementing the Project shall be employed by the BCI and report directly to the BCI's Management. The employed Project Staff shall collaborate if and as required with the Promote TT WLD Training Department Representatives.**

Project Deliverables and Reporting Requirements:

BCI shall implement the Jawana curriculum in Kabul. Implementation shall include but not be limited to:

- 1) Delivery of the Jawana curriculum to **900 participants in Kabul.**
- 2) Track and identify lessons learned during USAID WLD Jawana curriculum implementation.
- 3) Schedule quarterly meetings with TT WLD Representatives, AWEC Representatives, Course Leaders and Course Facilitators to share, review and discuss lessons learned with an emphasis on applying continuous

improvement ideas and applications that will continue to progress and advance the USAID WLD Jawana curriculum.

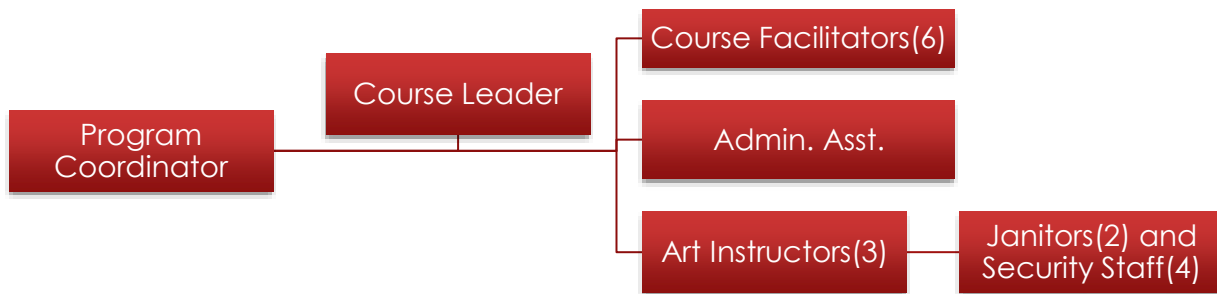
- 4) Incorporate the USAID WLD Jawana curriculum into the University and or educational facility standard course schedules.
- 5) BCI shall provide and utilize Maryam University's current classrooms and resource center facilities.
- 6) The BCI shall document the Jawana curriculum implementation through photographs daily and any classroom activities In or Out of the classroom.
- 7) All documents shall be signed and dated with current dates.

Documentation and Reports shall be delivered during the course of this project as per the requirements of the Program. TT WLD M&E Department shall provide the required template formats for all reports. All reports shall be submitted to the TT WLD M&E Department and the TT WLD Technical Department. All reporting documents will be submitted in English.

PMO of BCI to implement the Program:

BCI will have established PMO for efficient execution of this Program at Kabul, which will host experienced and seasoned professionals for the project based upon set-criteria. The key team members will consist of Program Coordinator(1), Course Facilitators(6), Course Leader, Admin. Assistant(1), Art Instructors(3) and Janitors(2). All the Project Staff of BCI will be responsible to report to the BCI's Senior Management at Kabul. Program Coordinator will regularly monitor the activities based upon work plans and project indicators and he will work closely with the BCI's Management, AWEC and TT-WLD-USAID teams to ensure that the training and project implementation are in line with the overall goals of TT-WLD Project. The Course Facilitators will make sure to coordinate the project related activities and tasks on daily and weekly basis and Daily and Weekly Progress Reports on all the Project Related Activities will be sent to the Program Coordinator, who will then collate all the Reports and submit the Reports in final form to the concerned Staff in BCI and the TT-WLD Team. Senior Management Staff of BCI has prior experience and we are optimistic and confident to ensure smooth implementation of the project.

Following structure is proposed for implementation of the Project:



REOI AND THE TOR FOR THE PROGRAM COORDINATOR(PC):-

Roles & Responsibilities:

The Program Coordinator as appointed by the hiring evaluation committee and the BCI shall be a full time employee of the BCI and be responsible for the overall coordination back and forth between TT WLD Representatives and the BCI regarding the Program.

BCI will screen the received CVs for this Post and shortlist the Program Coordinator CVs. BCI shall submit the CVs to TT WLD representatives for review and concurrence of the short listed candidates. All considerations shall be based on experience, qualifications, educational and employment background and willingness to support the Jawana curriculum implementation. BCI shall schedule an Interview with the successful approved candidates. A joint committee made up of members from TT WLD, AWEC Representative/s shall be in attendance during the interview process. BCI shall provide the hired Program Coordinator documents to TT WLD representatives.

Principal Duties and Tasks of the Program Coordinator:

- Attend and successfully complete the PSEP Training.
- Ensure all daily attendance sheets are signed and photos capturing the PSEP Training are completed and submitted to TT WLD Representatives daily and or weekly until completed;
- Represent BCI and be the focal point between the BCI and the TT WLD Representative(s);
- Review the TT WLD curriculum and make inquiries to adopt and utilize it for conducting training sessions;
- Respond to inquiries and any issues encountered by the BCI regarding the TT WLD curriculum and support in resolving such issues;
- Ensure that training sessions are in line with TT WLD's requirements and that quality training presentations are provided;
- Compile data from CFs and create weekly, monthly and final reports to submit to TT WLD program management;
- Assess the needs of the participants and respond to any immediate concern encountered during the course sessions;
- Communicate any and all issues to TT WLD Representatives;
- Respond to inquiries made by TT WLD representatives on the status of the project;
- Ensure that CFs are carrying out their duties appropriately and responsibly;
- Ensure that training venues have stationery and refreshments available, training materials are prepared, and resource centers are equipped with the appropriate electronic hardware, internet access and a library with reading materials;
- Ensure required milestone activities and documentation are completed and compiled for monthly invoice submittals;
- File and record keeping of all Jawana documents;
- Ensure all reporting documents are submitted and or translated in English as required.

Reporting

- Program Coordinator shall report directly to the BCI's management and coordinate with the TT WLD Technical Department Representatives on achieving the project deliverables.

Qualifications Required for PC:

- Bachelor's degree in any of the following: management, business, education, communication.
- Minimum 3 years of working experience in education, coordinating projects, reporting, organizing events, project management, management and/or providing trainings;
- Excellent interpersonal skills and the ability to identify problems and resolving them beforehand;
- Good analytical skills in ensuring overall quality work;
- Excellent language proficiency in English and Dari and Pashtu.
- Ability to leverage and exercise influence on individuals in the project.
- Working knowledge of Microsoft Office systems, Word, Excel, Microsoft Outlook.

Request for Expressions of Interest (REOI) by BCI, Kabul:

Baz Consulting International now invites eligible Individuals to indicate their interest in providing the services. Interested Individuals must provide CVs, giving information indicating that they are qualified to perform the services.

Certificates and other Credentials need not be sent by E-Mail; these will be checked only during Interviews, to be scheduled for Short-listed Candidates.

Expressions of interest and the CVs must be sent by E-Mails to the following E-Mail ID:

hr@bci.af; pervez.khan@bci.af

Last date to receive CVs is: 26th January, 2018(Friday-4.00 PM-Kabul Time);

Post is open for Qualified Males and Females from Afghanistan