

Baz International Consultancy Services(BICS)/ Baz Consulting International(BCI), Kabul

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

**Position: BCI's Admin. & Finance Officer for School Based Technology Support Project(SBTSP),**

**under ACR-EGR Model of USAID**

**Vacancy No : BCI-04/AFO/SBTSP/ACR/EGR/USAID**

**Background of BCI:**

Baz International Consultancy Services(BICS),{ also, commonly referred to as 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 Number 561233126.

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 DNAs 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 Centers, BPOs, 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 ACR Project under EGR Model of USAID:**

Since 2003, the Islamic Republic of Afghanistan with the direct support from the international community has re-developed and re-established the education sector of the country, that includes but not limited to the construction of physical facilities, development of curriculum, development of policies, procedures, regulations, training of teachers, building their capacities, equipping schools with required equipment, printing of new books, equipping schools with computers etc. This enabled the education sector to host over 10 million students in these schools whether these are formal schools or community based schools.

Over the past 15 years or so, the donor community and the Ministry of Education of the Islamic republic of Afghanistan has introduced a number of programs and projects to enhance the pedagogy and for the monitoring of the quality of the delivery and implementation of the pedagogy a number of new methods and tools were also introduced, but somehow there were always shortfalls in the monitoring and reporting.

**Scope of School-based Technology Support for EGR Model:**

Under RFA No. ACR-RFA-05-2017, Afghanistan Children Read(ACR) Project under Early Grade Reading(EGR) Model as funded by USAID has introduced innovative methodology for the enhancement of the Early Grade Reading which is piloted in Herat, Laghman, Nangarhar and Kabul provinces in partnership with Ministry of Education(MOE). The problem area identified by ACR is the same faced by other projects in the past and that is the continuous monitoring of the implementation of the program and getting the real time data from the class rooms and the individuals implementing and as well monitoring the program so that ACR can guarantee the quality of the program designed.

In current situation, due to the security and as well the local political or administrative hurdles, it is difficult to physically deploy monitoring teams to monitor the quality of services on daily and weekly basis and thus, there is a need for the adoption of new techniques to cope up with the situation; The intervention and adoption of Information and Communications Technologies will indeed help ACR and MoE to tackle the problem and produce quality data in order to maintain the quality of the overall program.

**Under the proposed Project, Baz Consulting International will support ACR to deploy the school-based ICT support for EGR using tablets and internet technologies to assure access as well as quality of education under the administration and management of MoE -Afghanistan.**

Goal is to provide environment and mechanism for the delivery of quality learning environment with measurable performance system for schools with EGR model.

* **Objective 1:**To establish school based technology support system for EGR model in ACR focused schools and PEDs/DEDs in Herat, Laghman, Nangarhar and Kabul provinces.
* **Objective 2:** To build the capacity of the School Principals/Headmasters and Academic Supervisors, Coaches, Mentors and concerned PED and DED Staff on use of technologies to support the EGR model implementation and monitoring.
* **Objective 3:** To document and share the findings of School Based ICT support to EGR model with Ministry of Education.

**Technical Approach/Strategy for Project Implementation by BCI: Technical Approach/Strategy for Project I**BCI will have established PMO in Kabul, which will host experienced and seasoned professionals for the project, based upon set-criteria. The key team members will consist of Project Manager(1), Admin. and Finance Officer(1), Provincial Coordinators(2), IT Officers(8) and Supporting Staff(2 Cooks and 2 Cleaners). All the staff will be responsible to report to the Project Manager(PM). The PM and the Provincial Coordinators will regularly monitor the activities based upon work plans and project indicators. The IT officers will work closely with the ACR and MoE teams to ensure that the training and project implementation is in line with the overall goals of ACR project at district and provincial levels. The provincial coordinators 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 Project Manager. PM will then collate all the Reports and submit the Reports in final form to the concerned Staff in BCI and the ACR Team.

Baz Consulting International will be using Scrum and Traditional Project management frameworks for the implementation of the project. The project staff of this assignment has prior experience and we are optimistic and confident to ensure smooth implementation of the project.

Following structure for the PMO will exist for the Project Implementation by BCI:

**n by BCI:**

REOI AND THE TOR For the Admin. and Finance officer

**Objective of the Assignment:**

The main objective of this assignment is to coordinate, manage and control all the Admin. and Finance related Activities of School-based Technology Support Project as assigned to BCI by ACR Project Team under EGR Model of USAID.

**Scope of Work and Tasks:**

Admin. and Finance Officer will coordinate, monitor and control all the Administration and Finance related Activities as given in the Technical Annex of the Project, with the BCI's Management Team, the PM, Provincial Coordinator for nominated Schools under Heraat Province, Provincial Coordinator for nominated Schools under Nangarhar and Laghman Provinces, Schools Management Staff in the nominated Schools under Kabul Province, IT Officers, ACR Team, DEDs, PEDs and other related Staff in the Ministry of Education and USAID. He will use effective Management Techniques to provide efficient Admin. and Financial Support to run all the Activities of the Project, without any delays. He will submit timely Financial Management Reports to the PM and other concerned Senior Management Staff of BCI and the ACR/ USAID Teams and the MOE. He will be located in Kabul for a selected period of 24 months; However, on need basis, he will have to visit the concerned Offices in the selected Provinces and Districts of Kabul, Heraat, Nangarhar and Laghman.

**Tasks of Admin. & Finance Officer will be as under:**

1. To provide timely Admin. and Financial Support for efficient implementation of the Project and to ensure that no Project Activity gets delayed due to any Admin. and Financial reasons;
2. To provide support for procurement and financial management, disbursement and auditing issues arising from implementation of the project activities;
3. To support the Senior Management of BCI in preparing projects’ budgets and in allocating funds to subcomponents of the Project;
4. To cater for all the Administrative needs of the Project;
5. To work out the Financial Requirements in advance and to keep BCI's Senior Management fully informed about the Financial Support needed for the Activities;
6. To project Financial Forecasts well on time, to the Management of BCI;
7. To maintain Administration Records of BCI's Provincial Branches;
8. To maintain proper Accounting System for the Project;
9. To prepare Financial Summaries, Balance Sheets, Income Statements and the Cash Flows for the Project;
10. To get the Projects Finances audited on Annual basis and to get the Audit Reports submitted to the concerned Project Staff in BCI and the ACR Team.

**Qualification Requirements:**

Applicant should have a strong background in Financial Management. It is important that the applicant should have good knowledge of Office Administration, Procurement and Accounting Procedures related to different types of Projects. The Applicant should have:

* Bachelor's Degree from a reputable and recognised University in the field of Business Administration or management or Finance or Information Technology;
* Understanding and working experience in traditional Financial Management of the Projects;
  + Have at least 6 years of experience in financial management of projects;
  + Have at least 3 years of direct experience as Admin. or Finance Manager for any ICT related Project in Afghanistan;
* Good understanding and previous work experience in all aspects of financial management;
* Fluency in English and local languages;
* Proven inter-personal skills;
* High integrity and accountability, leadership and good team work spirit.

**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.

Degree/Diploma Certificates and other Experience Credentials need not be submitted now; these will be verified during Interviews, if short-listed.

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

hr@bci.af;contact@bci.af

**Last time and date to receive CVs is: 4.00 PM(Kabul Time) on 8th August, 2018(Wednesday)**