

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

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

**Positions: BCI's Provincial Coordinators at Heraat and Jalalabad for**

**School Based Technology Support Project(SBTSP), under ACR-EGR Model of USAID**

**Vacancy No : BCI-02 and 03/PCs/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:

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REOI AND the TOR For the PROVINCIAL COORDINATORS(PCs)- One PC for the nominated Schools under Heraat Province and One PC for the nominated Schools under Nangarhar and laghman Provinces:

**Objectives of the PC Assignments:**

Under the Project, BCI will employ two Provincial Coordinators; One will be located in Heraat, to carry out the Project Coordination functions for all the nominated Schools under Heraat Province; Second PC will be located in Jalalabad City, to carry out the Project Coordination functions for all the nominated Schools under Nangarhar and Laghman Provinces; The main objective of Provincial Coordinator Assignment is to coordinate, manage and control all the Project Activities of School-based Technology Support Project at Provincial and District Levels as assigned to BCI by ACR Project Team under EGR Model of USAID. Both these PCs will report to the Project Manager(PM) of the BCI's Project who will be operating from Kabul. PM located at Kabul will also carry out similar PC functions for the nominated Schools under Kabul Province, in addition to his overall Project's PM functions.

**Scope of Work for the Provincial Coordinators(One PC for the nominated Schools under Heraat Province and One PC for the nominated Schools under Nangarhar and Laghman Provinces) :**

**Provincial Coordinators** will coordinate all the Project Activities as given in the Technical Annex of the Project, with the BCI's Management, the Project Manager, IT Officers, ACR Team, DEDs, PEDs and other related Staff in the Ministry of Education and USAID. PCs, in coordination with the PM, will use effective Project Management Tools to manage, monitor and control all the Project related activities and will give timely feedback to the concerned Senior Management of BCI and ACR/ USAID Teams and the MOE. PC-1 will be located in Heraat City and PC-2 will be located in Jalalabad City, for a selected period of 20 months; However, on daily basis, they will have to visit the concerned Offices and the Schools in the selected Provinces and Districts of Herat, Nangarhar and Laghman .

Tasks of PC-1 and PC-2 will be as under:

1. Efficient implementation of the Project and ensuring smooth implementation of each and every Project activity as given in the Project Documents issued to BCI by ACR Team;
2. Ensuring effective communication and consultations with all the stakeholders of the Project;
3. Undertaking the monitoring and evaluation of performance indicators and outcomes against the targets to be achieved through BCI's Technical Support to the Project;
4. Proposing necessary steps or measures to overcome any critical delays in project implementation;
5. Handling planning, technical aspects, procurement and financial management, disbursement and auditing issues arising from implementation of the project activities;
6. Monitoring and facilitating full compliance of all components with the implementation, legal, procurement, financial and technical requirements of the project;
7. Ensuring quality and transparency in procurement and financial management, and facilitating smooth and speedy implementation of the program;
8. Supporting the Senior Management of BCI and the PM of the Project in financial management, preparing projects’ budgets and allocating funds to subcomponents;
9. Preparing requisite periodic reports for the PM and the ACR Team;
10. Any other tasks as assigned by the CEO of BCI and the PM of the Project or the concerned Project Staff in BCI and ACR Team of USAID.

**Qualification Requirements of the PC:**

Applicant should have a strong background in project management. It is important that the applicant should have good knowledge of the government and business operations in Afghanistan, administrative, procurement and accounting policies and procedures related to different types of Projects. The Applicant should have:

* Any Degree from any well recognised University;
* Any Specialized Diploma Course in Management Sciences/Project Management/ Finance/ Business Administration/ Accounting;
  + Have at least 3 years of experience in managing different types of projects;
  + Have at least one year of direct experience as a Project Coordinator for any IT or Communications related Project in Afghanistan;
* Good understanding and previous work experience in all aspects of project 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 of Kabul 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 sent now with CVs; These will be checked 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)**