

**Promote Women's Leadership Development (TT WLD) Project**USAID Contract no. AID-306-I-14-00010**WLD Task Order**

Task Order No. AID-306-I-TO-14-00031

Request for Information  
(RFI No. 0001)**Provide Training Courses**

To: Afghanistan-based Training Providers to Provide Training Courses

From: Contracts & Grants and Procurement Department, TT WLD Project

Subject: Provide Training Courses

Date: 26-Aug-17

- 1) **Subproject Summary** – Through Component 4, *Women's Leadership Development (WLD)*, of the Promote program, the primary target group 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. This Component will also provide innovative opportunities for less educated women to develop life and work skills. The secondary target group (for Component 4 only) is young, literate women between the ages of 15-24 who have *at least* completed primary school and perhaps some secondary schooling or TVET but who have not completed secondary schooling.

During Promote, it is expected that, equipped with the advanced skills, leadership acumen and self-confidence to compete successfully for high ranking positions, women will advance within key sectors as leaders and change agents at the national, provincial and district levels.

- 2) **Subproject Objective:** The Promote Women's Leadership Development (WLD) program will enable Afghanistan's most talented young women to become future leaders in government, business, and civil society. Over five years, 25,000 women with exceptional leadership potential and commitment to positive social change will be recruited and enrolled in the program. WLD will provide them with the knowledge, skills, and networks they need to enter the upper levels of decision-making in all sectors of society. As they move into decision making roles, they will be empowered to ensure that Afghan women's voices are represented in government, business, and social institutions throughout the country. They will advocate for policies and practices supporting women's equality, welfare, and empowerment; they will promote women's participation in programs, thereby promoting peace and prosperity; and they will make certain that support for girls and women is not on the fringes of Afghanistan's agenda but integrated prominently and sustainably into the country's strategic plans for the future.
- 3) **Synopsis of Request** – Tetra Tech (hereinafter, mentioned as TT WLD) is requesting information from experienced, established training service providers based in the five listed provinces of Afghanistan Kabul, Jalalabad, Mazar-e-Sharif, Herat and Kandahar. In regard to the availability of providing training courses for selected TT WLD female training participants.
- 4) **Courses of Interest** – TT WLD is seeking the services of training service providers that could provide various levels of training in the listed subjects but not limited to Computer Skills, MS Office Program Skills, Internet & Communications Training, English as a Second Language, Geographical Information Systems Training.

Due to varying Afghanistan regional customs, cultures, and traditions, qualified **female Training Instructors** may be required exclusively. The Training Service Provider shall be able to offer qualified female training instructors.

- 5) **Training Provider Submittals** - The Trainer Service Providers will be required to provide a list of all course levels offered for each subject. Each offered course should contain a detailed syllabus for each course level to include the initial requirements and course goals upon successful completion of each course.

Identify the level of expertise rating for each course upon completion. Identify prerequisite requirements and grading methodologies.

- 6) **Course Materials and Training**

All course materials and training should be “off-the-shelf” training courses for the topics listed item #4 Courses of Interest.

TT WLD defines “off the shelf” to mean, the training providers can offer a “ready to deliver” training course at an all-inclusive, firm fixed price, per trainee, that substantially meets TT WLD’s training objectives listed below under Item 3, and the offered courses have been successfully delivered in the past, preferably multiple times, to recognized, governmental, NGO or private sector clients in Afghanistan. TT WLD is open to any proven new, advanced, learning methodologies that are offered through “off the shelf” courses. Preference for offered training courses that have been certified by the GIRoA Ministry of Higher Education and or Ministry of Education.

The training materials shall be offered in English to TT WLD Representatives and in Dari and Pashto to the training participants. The Dari and Pashto requirements shall be regional. With Dari required in Kabul, Mazar and Herat and Pashto required in Jalalabad and Kandahar. All translations shall be required to be professionally completed, accurate and verified.

All training courses shall be free and clear of any copyright issues allowing for translation of the course materials in Dari and Pashto languages and allowing for multiple printing of published course materials as required.

The awarded Training Service Provider(s) shall be required to provide a signed certification stating that there are no copyright infringements for all offered training course materials to be used in the training of the identified TT WLD Participants.

The Training providers shall identify if the training course materials require additional and or special equipment to offer the training courses with their RFI submissions.

- 7) **Description of Trainees** – Jawana participants, 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.

TT WLD reserves the right to request training courses for the secondary target group (for Component 4 only) is young, literate women between the ages of 15-24 who have *at least* completed primary school and perhaps some secondary schooling or TVET but who have not completed secondary schooling.

At this time the training is limited to the Jawana Participants the primary target group.

- 8) **Training Purpose & Learning Objectives** – Acquisition of Knowledge, Skills and Attitude (KSA) with reference to:

The TT WLD Technical Department will refine the training objectives and goals with the successful awarded training providers.

TT WLD Technical Department shall review the submitted offered training course syllabuses for all courses.

Exact Module-by-module Purpose and Learning Objectives will be determined once the service providers have been selected.

**Note:** TT WLD recognizes that an “off-the-shelf training course” may not address all of the requested, specified module purposes and learning objectives, or a training course may address all requirements and cover additional topics. TT WLD is prepared to work with a training provider to customize a training course (within limits and for a set fee) too substantively, but not necessarily exactly, meet all of the required course requirements to achieve a course that, in the opinion of TT WLD management, satisfactorily meets its training needs. However, TT WLD is **not** willing nor seeking the development and delivery of a new, tailored training course.

- 9) **Venue** – All training must be delivered at a furnished, equipped training facility that offers a conducive learning environment, clean environmentally temperature controlled facility (including refreshments and lunch), which can accommodate up to 25 to 50 female participants per course delivery. TT WLD reserves the right to inspect and approve all offered training facilities.
- 10) **Duration & Number of Deliveries** – The preferred method for delivery of the training course is 90 to 180 days consecutive days, with a maximum of six (6) contact hours of training per day. TT WLD is seeking the delivery of 7 iterations of the each of the 6 courses, beginning 11-Nov-17, with the final delivery no later than 31-Aug-18.
- 11) **Language** – TT WLD is interested in training courses that can be delivered in Dari or Pashto. The exception being the English as a second language that will involve both Dari and Pashto combined with English. For each language option that the training provider can offer, training materials must be offered in Dari and Pashto languages. English versions must be presented to TT WLD Representatives for each course offered. Average 10 copies in English per course.
- 12) **Materials** – The training providers shall distribute and ensure each trainee receives a hard-copy of the complete training materials for his/her personal reference and use. No sharing of learning course materials is encouraged.
- 13) **KSA Acquisition Assessment** – The training courses must incorporate a pre- and post-test and a course structured assessment that clearly shows the acquisition of and mastering of the training courses Knowledge, Skills and Attitude (KSA) on a trainee-by-trainee basis, which must be summarized in report form provided by TT WLD M&E Department to the awarded training providers.
- 14) **Progress Reporting** – TT WLD will require the training providers to submit a succinct progress report in English after each delivery of the training course, and a final report, both in mutually agreed upon formats. TT WLD will reserve the right for review, and if required, revisions to reports (including both format and content) in order to fully meet its monitoring and evaluation and TT WLD management needs.
- 15) **Type of Award** – Any award resulting from this RFI will be a Firm Fixed Price Purchase Order, based on an all-inclusive fixed price per trainee.

TT WLD reserves the right to distribute more than one FFPPPO to multiple training providers to meet their training requirements and goals.

- 16) **Information Required** – Training providers who possess “off-the-shelf training courses” that generally conforms with Item 4 above and can deliver training in conformity with the requirements of this RFI, are requested to submit the following information to TT WLD:
- A. Interested Training Providers planning to submit a completed RFI should send an Intent to submit an RFI Offer email upon receipt and review of this TT-WLD-RFI-0001. Please attach your company profile to the Intent to Submit an RFI Offer. This will allow TT WLD CG&P Department to send you any Q&A's that are received.
  - B. Cover Letter Including All-Inclusive Fixed Price per Trainee – Scanned, signed and stamped with your organization's seal, a cover letter is required on commercial letterhead that introduces your organization and identifies a principle point of contact in terms of name, title, and contact information (email and telephone). The cover letter must reference the RFI Number and Title as shown above. The cover letter must present an all-inclusive, fixed price per trainee for the offered off-the-shelf training course. By all-inclusive, TT WLD means all costs associated with delivering the training (technical, logistical, materials, facilities and equipment, support including reasonable refreshments and lunch, etc.) required to provide the trainees with a positive training outcome. If minimum and/or maximum trainee attendance limits apply to the training, please specify the limits.
  - C. Syllabus – A copy of the syllabus in module form for the off-the-shelf training course that your organization would like TT WLD to consider. For ease of review, each module should address a specific training purpose and offer learning objectives: full details will provide TT WLD with a better basis of review and valuation. Samples of training materials that align with the syllabus will be appreciated.
  - D. Key Personnel CVs – Sample CVs for key trainers, training administrators, subject matter experts, etc. (no more than five CVs and 2 page limit per CV please). Prior to award of a Purchase Order, your organization must confirm the availability of all proposed key personnel.
  - E. Client Reference List – A list of no more than seven (7) clients / organizations (name and contact information, including agent) that have received the subject training. For each reference, please specify (a) delivery dates, (b) number and general description of trainees, (c) language(s) of delivery, and (d) training facility venue. If available, please submit letters of completion and/or appreciation issued by clients. If TT WLD were to enter into Purchase Order negotiations, it would reserve the right to contact the referenced organizations.
  - F. Additional Information – Plus any additional information that your organization feels would assist TT WLD in evaluating the applicability and suitability of training services that your organization can offer.
- 17) **Submission of Information** – Submitted information must be in English and electronically to email addresses [frank.delacerda@tetrattech.com](mailto:frank.delacerda@tetrattech.com); [Aiamuddin.Azizi@promote-wld.com](mailto:Aiamuddin.Azizi@promote-wld.com); [AbdulHadi.Samadi@promote-wld.com](mailto:AbdulHadi.Samadi@promote-wld.com) with the RFI Number and Title shown above. Submit hard copies to the TT WLD Contract, Grant & Procurement Department at the address below:

Tetra Tech WLD Office  
Stratex Hospitality, Green Village, District #9, Jalalabad Road and Supreme Road  
Kabul, Afghanistan  
Attention: Contract, Grant and Procurement Department

The RFI submissions should be submitted electronically no later than 26-Sept-17, 3 PM, Kabul, Afghanistan time. Information will be accepted early. Please note that TT WLD anticipates awarding a Purchase Order(s) by no later than 15-Nov-17 and thus, it is to the advantage of an organization to submit on a timely basis.

- 18) **Overview Briefing** – TT WLD will reserve the right to request an overview briefing of the training services that your organization offers, either at the TT WLD office or at your office after reviewing submitted information. TT WLD Representatives shall perform a site visit to validate the submitted training facilities offered in your company's RFI submission.
- 19) **Assessment of Alternatives** – TT WLD will be assessing offered alternatives from various training providers with regard to the criteria expressed in this RFI. In specific, TT WLD will be focusing on the alignment of a offered syllabus with TT WLD's training needs, and if need be, the ability of the training provider to customize materials; the quality of any sample off-the-shelf training materials submitted; the past performance of the training provider with reference to listed clients; the comparative strength of offered CVs; the capacity of the training provider to deliver a total training solution; and the all-inclusive, fixed price per trainee. In total, the technical assessment factors, when combined, are significantly more important than the offered fixed price per trainee.
- 20) **Selection by Means of Best Value Determination** – TT WLD shall select for award by making a best value determination. A best value determination means that, in TT WLD's estimation, the selected training provider will offer the greatest overall benefit to the WLD Project in response to the requirements stated in this RFI, the information provided by the organization, and any subsequent negotiations. TT WLD will use the trade-off process to make a best value determination, which means that it may be in the interest of TT WLD to consider award to other than the lowest offered price or other than the highest technically rated provider.
- 21) **Questions** – Any questions on TT-WLD-RFI-0001 shall be **submitted by email by 14-Sept-17, (02:00 PM, Kabul, Afghanistan local time)**. No questions will be answered over the phone or in person; all questions must be submitted by email. All reasonable, applicable questions received will be compiled into one "Q&A List", answered, and emailed to all Vendors who have complied with Item 16 A. above by **19-Sept-17 (02:00 PM, Kabul, Afghanistan local time)**.
- Questions with regard to this RFI should be directed to [frank.delacerda@tetrattech.com](mailto:frank.delacerda@tetrattech.com); [Aiamuddin.Azizi@promote-wld.com](mailto:Aiamuddin.Azizi@promote-wld.com); [AbdulHadi.Samadi@promote-wld.com](mailto:AbdulHadi.Samadi@promote-wld.com) and be marked in the subject line with RFI Number and Title shown above.
- 22) **Limitation of Obligation** – Issuance of this RFI in no way obligates TT WLD to award a Firm Fix Price Purchase Order, nor does it commit TT WLD to pay any costs incurred by an organization in preparing and submitting information in response to this TT-WLD-RFI-0001.

[End of RFI]

Vendor Company Name: \_\_\_\_\_

Vendor Representative Name: \_\_\_\_\_

Date: \_\_\_\_\_

Company Stamp