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REQUEST FOR PROPOSAL

Provision of Training Courses for DACAAR Employees

Date: June 25, 2026

DACAAR RFP-01/PRF-902/NORAD/2214-NMFA/NFJ3.1/06.2026

دفتر مرکزی
ګولایې وزیرآباد
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کابل، افغانستان
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DACAAR needs for Conducting of Training Courses for DACAAR Employees in Kabul Province and invites interested consultancies/vendors to submit their sealed offers for the required trainings mentioned in Annex (I).

The deadline for offer/proposal submission is July 06, 2026 before 04:00 pm local time.

The Bid Opening Session will be held on July 07, 2026 at 10:00 am in DACAAR Main Office, Kabul Province - Afghanistan and the bid winner will be notified after the opening session.

Training summary for the Check dam practical design:

The sequence follows a logical design process:

1. Introduction and design principles
2. Field survey (DGPS)
3. Survey data processing in Civil 3D
4. Reservoir capacity analysis
5. Hydrological analysis
6. Hydraulic design
7. Structural design
8. Drawings, BOQ, and reporting

Training Summary for the Structural Analysis and Design of RCC EW Storage Structure:

1. Structural Design Fundamentals and Design Loads
2. Water Tank Systems and Design Considerations
3. Engineering Materials, Design Codes, and Durability
4. Structural Modeling and Analysis
5. Design of Elevated Water Tanks (EWT)
6. Design of Ground Water Tanks (GWT)
7. Foundation Design and Soil–Structure Interaction
8. Structural Detailing and Construction Documentation
9. Final Structure Design and Reporting

Expected Outputs:

- a. Structural Analysis Models (ETABS, SAP2000, SAFE)
- b. Structural Design Calculations
- c. Foundation Design Packages
- d. Reinforcement Detailing and Bar Bending Schedules (BBS)
- e. Construction Drawings
- f. Technical Design Reports
- g. Tender and Construction Documentation

Training Summary for Financial Management Training

1. Financial Accounting and its Principles
2. Cash and Bank Management
3. Procurement and Financial Compliance
4. Financial Internal Control Procedures
5. Financial Management Fundamentals and Ethics
6. Budgeting and Budget Control Measures
7. Grants and Donor Compliance
8. Audit and Risk Management
9. Financial Reporting
10. Tax and Government Compliance

General terms and conditions:

1. The contract will be for the provision of trainings, and the trainers will be chosen based on their qualifications and skills.
2. The trainings will be conducted in Kabul city in a suitable place, and it will be identified by DACAAR.
3. The training must be conducted by two trainers (Trainer + Co-trainer).
4. The training language and handouts materials should be in English, Dari and Pashto language.
5. Prices shall be given in USD and must include all duties, Handouts, Stationery and Certificates. Offers without sign and stamp will not be accepted. Manipulation/overwriting offers will automatically be rejected.
6. Quotations should be valid for 60 working days.
7. The quoted cost for each of the trainings should be given in the format as described in Annex (II).
8. The cost of Handouts, Stationery and Certificates should be included in the quotation.
9. Training completion dates should be according to DACAAR suggested schedule.
10. 2% Tax will be applicable on the companies which have valid business license and 7% Tax will be applicable on the companies that have invalid business license or on individuals who do not have business license, will be deducted from the contractor as a withholding tax. DACAAR will pay that amount to Ministry of Finance, the amount starts from (1 AFN).
11. DACAAR will provide the Training Hall, Training Equipment's (Multimedia, Laptop, Screen). Refreshment and lunch for the trainees and trainers will be provided by DACAAR.

12. The required number of trainers, their qualification, CVs, major topics and objectives of training must be mentioned in the Format described in Annex (II).
13. After successful completion of training, attendance sheet, training reports and any other data should be given to DACAAR.
14. Trainers and co-trainers for both training courses **Check dam practical design** and **Structural Analysis and Design of RCC EW Storage Structure** should be qualified Civil Engineers (preferably MSc) with 5–10 years of relevant professional experience in hydraulic and/or structural design. They must have strong practical expertise in check dam or RCC water retaining structure design, proficiency in engineering software such as Civil 3D and ETABS/SAP2000/SAFE, and experience in preparing design calculations, drawings, and construction documentation. Prior experience in technical training or capacity building is highly desirable.
15. All required documents including (Training Manuals, Curriculum and CVs) must be attached with your offer; otherwise, your offer will be rejected.

Please submit your application via email to Sayed Jamal, Logistics and Supply Chain Manager at jamal@dacaar.org till July 6th, 2026 at 1600hrs (Afghanistan time - UTC +4.30).

For questions and clarifications regarding the first two training, please contact Engineer Abdul Wali Muslih, Manager- Technical and Coordination, Kabul, Afghanistan. Email: awali@dacaar.org and for Financial Management, contact Noor Gul Noor, Head of Finance, Kabul, Afghanistan. Email: noorgul@dacaar.org

Consultancy/Firm inside country (Afghanistan), are required to submit the sealed (hard copy) of their bids/proposals to DACAAR Main Office located at Lane No 03, Rd No 12, Qala e Fathullah, Kabul, Afghanistan.

Please note that the subject line of your emails must be (DACAAR RFP-01/PRF-902/NORAD/2214-NMFA/NFJ3.1/06.2026).

ANNEX (I)
Budget Breakdown
DACAAR RFP-01/PRF-902/NORAD/2214-NMFA/NFJ3.1/06.2026

Provision of Training Courses for DACAAR Employees in Kabul Province:

S/N	Course Outline	Location and Number of Trainings	Cost of Course(s) (USD)	Cost of Handouts, Certificate and Stationary (USD) Course(s)	Total Cost of Courses (s), Handouts, Certificate and Stationary (USD)
1	Structure Design (Design of an elevated water reservoir)	(Kabul), One Training			
2	Design of Check Dam	(Kabul), One Training			
3	Financial Management	(Kabul), One Training			
Grand Total: AFN					

Bidder Name: _____ اسم آفر دهنده:

Address and Stamp: _____ و مهر کمپنی آدرس کمپنی:

Contact No : _____ نمبر موبائیل:

Email Address: _____ آدرس ایمل:

NEX (II)
Tentative Date of Training and Training Requirements
DACAAR RFP-01/PRF-902/NORAD/2214-NMFA/NFJ3.1/06.2026

Provision of Training Courses for DACAAR Employees in Kabul Province:

S/N	Course Outline	Location and Number of Trainings	Each Training Duration	Manuals of Training	Major Topics in the Course	Trainer(s) Name(s) and Qualification	CV of Trainers
1	Structure Design (Design of an elevated water reservoir)	(Kabul), One Training	10 Days	Should be attached along with the offer	Should be attached along with the offer	Should be attached along with the offer	Should be attached along with the offer
2	Design of Check Dam	(Kabul), One Training	5 Days				
3	Financial Management	(Kabul), One Training	5 Days				