



Terms of Reference

Consultancy to deliver Computer's Hardware and Software training for ACAD staff in the Gaza Strip

Background:

The Arab Center for Agricultural Development was established in 1988 as a project under the name “the United Agricultural Company” in both Jericho and Ramallah cities. The Company aimed at building the economic capacities of small farmers, who were facing risks of collapsing during the Palestinian First Intifada, through in-kind financing.

The Center aims at developing the agricultural sector and helping small farmers through financing, marketing and technical support.

ACAD accumulated a long experience in providing finance services and sustainable development and advocacy projects in a manner that it has become an important part of the small and microfinance sector and the non-governmental development sector in Palestine.

ACAD also played an outstanding role in developing the non-governmental developmental work in Palestine as it was one of the initiators for establishing the Palestinian Non-Governmental Organizations Network in 1994 and participated in finalizing the Palestinian Non-Governmental Organizations Law, which was issued in 2000.

ACAD has built broad partnerships at the local, especially with the Ministry of Agriculture, Ministry of National Economy, the Palestinian Monetary Authority and the Palestinian civil organizations, and at the international level, especially with the European Union, the main donor, UNDP, the Islamic Bank for Development based in Jeddah, the American Ministry of Agriculture, the Norwegian People’s Aid, the French Development Agency, and many other non-governmental organizations.

Objectives:

The objective of this training is to build the capacity of ACAD staff in the following areas:

1. Software component:

- Advanced MS Excel and MS Word program with general overview on MS Office applications.
- Email and its protocols, setting up email accounts using Microsoft Outlook and other email clients.

2. Hardware component:

- How to troubleshoot network and internet problems in Windows (for example, if the internet disconnected what the employee can do before calling IT department).
- Basic computer troubleshooting techniques: General scenarios and tips.
- Basic information on Internet and Communication Security (ICT).

Expected results:

- After training, ACAD team will be able to upgrade and maintain their computer's hardware and software.

Participants:

- ACAD staff members.

Description of tasks: The trainers are expected to:

1. Prepare an agenda for and deliver a 3-day training to around 8 participants in Gaza, covering the topics outlined above. The training is expected to be given in Arabic.
2. Prepare all training material (PowerPoint presentation, capacity assessment, pre and post assessment, handouts, etc.) for the participants.
3. Prepare the final report of the training.

Time Frame and location:

The training will be conducted from 10th to 12th of December 2016.

Location: is not determined yet.

Qualifications:

ACAD is looking for a national consultant/consultant team with the following qualifications:

- At least 10 years of proven professional experience in computer's hardware and software, microcomputers and operating systems, and ICDL;
- Strong knowledge of management;
- Excellent facilitation skills and networking skills;
- Good knowledge of the context in the NGOs and INGOs;
- Excellent in English for reporting.

How to Apply:

Qualified and interested candidates are requested to draft a proposal outlining previous experience in conducting Computer's hardware and software/ICT trainings, CV and budget (including day fee and expenses) to info@acad.ps by no later **than 3 December 2016**.