

ADROIT SNAPSOLUTIONS SERVICE PACKAGE

Training Needs Assessment (TNA)

We offer rapid, reliable, and ready-to-deploy training needs assessment for INGOs, NNGOs, think tanks, academic researchers, humanitarian implementers, development consultancies, and foundations for comprehensive training plans, skill-based implementation, and task analysis-based assessment.

What You Gain

- Targeted and cost-effective training investment
- Enhanced staff performance, productivity, and adaptability
- Strengthens strategic planning and donor compliance
- Prevents wasted resources on irrelevant training programs

Service Category	Monitoring, Evaluation, and Learning (MEL)
Delivery Format	On-site, Remote, Hybrid
Ideal Use Cases	• Before launching new projects or strategies • After organizational restructuring • When facing performance challenges • For donor compliance or accreditation requirements
Scope of Work	• Scoping & Planning – Define objectives, stakeholders, methodology • Data Collection – Surveys, interviews, performance reviews • Gap Analysis – Compare current vs desired competencies • Reporting – Actionable insights with implementation roadmap • Post-Assessment Debrief – Discuss findings and recommendations
Tools Used	• Goldstein’s Three-Level Model (Organizational, Task, Individual) • Surveys, Interviews, Focus Groups • Competency Frameworks & Skills Matrices
Delivery Process	1. Pre-assessment consultation 2. Customized data collection tools 3. Comprehensive report with findings & recommendations 4. Post-assessment debrief session

Deliverables	• Pre-assessment consultation plan • Customized data collection instruments • Detailed report including findings and recommendations • Debrief session to guide next steps
Add-On Services	• Data visualization and infographics • Translation (Dari, Pashto, English) • Summary slides for donor presentation
Sample Size	(<25 – 1,00) staff
Duration	2–3 weeks
Staff Time	~25–45 minutes per interview per respondent; ~1 hour per document review
Geographic Coverage	
Pricing Structure (Individual)	
Pricing Structure (Organization)	Starts from USD 1,142 (minimum 25 interviews)
Pricing Logic	Tiered pricing based on organization size and geographic adjustments
Team Composition	• HR Specialist • HR Officer • Field Team
Key Considerations	
Lead Consultant Profile	Led by an organization development expert with 10+ years' experience in organization assessment, capacity strengthening, and policy developments; expertise in strategic & leadership HR, foundational & operational HR, and process re-engineering.

Contact	
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