



PARTICIPATORY INTEGRATED DEVELOPMENT SOCIETY (PIDS)

TERMS OF REFERENCE

For a consultancy Firm/Individual Consultant

(Capacity Building Trainings in UC Zhara Band, district Kila Abdullah under PPAF Supported Education Project)

Organization

Participatory Integrated Development Society (PIDS) is not-for-profit organization, an off shoot of Balochistan Rural Water Supply and Sanitation project (BRUWAS) funded by Royal Netherlands Embassy, Govt. of Balochistan, and Local Govt. & Rural Development Department registered under Societies Registration Act, 1860 (Registration No. 869 March 1999). PIDS has been working in Balochistan since 1999 and enjoys facilitation and financial support from various donors particularly the PPAF and World Population Fund. PIDS aims to be the catalyst for improving the quality of life, broadening range of opportunities and socio-economic mainstreaming of the poor and disadvantaged, especially women. PIDS also has delivered a range of development interventions in areas like Quetta, Naseerabad, Jaffarabad, Lasbela, Turbat, Pishin, Loralai, Dera Bughti, Kila Abdullah, and Kohlu aiming at strengthening the institutional capacity of the community based organizations, and support the creation of organizations of the poor, that can work together to alleviate poverty and achieve MDGs/SDGs at the grass root level. Thematic areas of PIDS include Institutional Development, Livelihood, Community Physical Infrastructure (CPI), Health& Nutrition, Education and Emergency Relief.

1. Background and Rationale:

After learning and reflecting from its previous experience in education project in district Kohlu, PIDS has now focused the basic educational services component enlisting a wide range of community driven trainings to capacitate CRPs, VO members on social enterprise, teacher professional development training and Training on DRM/school safety/health & hygiene in schools. These trained CRPs and teachers will further train the community members at household or CO level on periodical basis.

The **Goal** of the project is "Improvement and access to quality education through advocacy, community involvement, capacity building and provision of required missing facilities in existing 12 government schools by Dec 2017 in UC Zhara Band of district Kila Abdullah.

The objectives of the project are;

- Strengthening of the community institutions/PTSMCs and teachers through various capacity building initiatives to improve knowledge on DRM, social enterprise, ICT, right to education and school development plan etc.
- Strengthening community organizations and CRPs to establish community schools or community lead coaching centers to promote social enterprise and tutoring support to selected students particularly girls students

PIDS has planned to implement a comprehensive training programme under the Italian Basic Educational Services project in district Kila Abdullah with the financial support of Pakistan Poverty Alleviation Funds (PPAF). PIDS has formed COs, VOs and LSO through the social mobilization process. In order to strengthen these community institutions and CRPs, the various trainings (as listed below) are being offered with the purpose to build their capacity. Eventually these trained communities, CRPs and teachers could work around their capacity on several themes as proposed. This training programme includes;



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- Teachers Professional Development Training programs
- School enterprise training- (community school as enterprise)
- Training on DRM/school safety/health & hygiene in schools

2. Objectives of the consultancy:

- To build the capacity of primary & middle school teacher, CRPs and VOs members for creating a cadre of efficient and trained teaching/human resource.
- To capacitate and boost local human resource(CRPs, teachers and VO members) that can play vital role in the development of community institutions around social enterprise, school safety, DRM on sustainable basis
- To provide support and share the training action plan or replication plan with CRPs and teachers in order to implement the same training sessions at the household/school level.

3. Scope of the consultancy

The scope of the consultancy would include as appended below,

- Short listing of the training beneficiaries identified by VOs and LSO members through their meetings and resolution process.
- Conduct trainings on the following themes to tentatively conduct trainings at school and UC level in UC Zhara Band Kila Abdullah through quality individual trainers or training institutes and ensuring adequate level of residence (if required) and other logistics arrangements for trainers and beneficiaries at Quetta or UC level.

S.No	Trainings Description	Venue/level	No. of Trainings	Duration in Days	No. of Trainees	Total Trainees
01	Teachers Professional Development Training programs	Provincial	01	14	30	30
02	School enterprise training- (community school as enterprise)	National/ Provincial	01	05	10	10
03	Training on DRM/school safety/health & hygiene in schools	Provincial	02	03	12	24
Total			03			60

- Facilitate trainees' in preparing the training action plan and training strategy to implement at the same training at the grass roots/ CO level.
- Enhance the capacity of the VOs, LSO and Education CRPs that how to report the efforts and achievements of the above mentioned related activities on periodical basis.

4. Methodology:

PIDs would expect the selected training institute or individual consultant:

- To closely coordinate with PIDS organizations through the PIDS-Education staff and relevant VOs and LSO members.
- Training reports, modules, and trainees' attendance (training form) sheets would be shared with PIDS to maintain transparency and ensuring that the relevant trainees are trained in their respective themes.
- To ensure participatory approach or learning by doing during the course of training



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- IV. To plan and conduct training session village wise, ensuring adequate arrangements in terms of trainers' residence, transport (if any) and other logistics.
- V. To provide training related tool kit if any
- VI. To provide training certificates to the graduate trainees
- VII. To prepare training action plan with trainees to further deliver the same training sessions at CO level

5. Deliverables:

1. Training contents/schedule prepared and shared with PIDS along with handouts for further approval from PPAF.
2. Conduct/ facilitate the training programme for selected trainees on the basis of provided training modules.
3. Modules development for each training theme
4. Trainees' attendance sheet (containing name, village name, CNIC, contact no. signature etc.)
5. Training case studies with quality pictures/video
6. Provision of required tool kit/material – if any
7. Soft copies of all training reports/sessions
8. Compile and submit a complete training report at the completion of training (highlighting the training objectives, contents, methodology, expected outcome, main conclusions and recommendations and challenges.
9. Availability of actions plans with graduate trainees at the end of trainings etc.

6. PIDS and consultant's responsibilities

i. PIDS responsibility:

1. Facilitation in demand articulation of communities through VOs/CRPs
2. Facilitation in arranging trainings in consultation with CRPs/VOs and LSO
3. Facilitation in processing disbursements, providing operational support in terms of technical inputs and necessary approval where required.

ii. Responsibility of individual consultant/training firm

- a) Execution of all other activities as per stated under the heading of scope and methodology would be the responsibility of the hired consultant/training firm
- b) The individual consultant/training firm shall be responsible to share the training plan and will ensure timely delivery of trainings i-e within one month.
- c) The individual consultant/training firm shall ensure the procurement of all required training material and all required logistic arrangements
- d) The individual consultant/training firm shall be responsible to submit quality training reports along with case studies and quality pictures of each training theme.
- e) The individual consultant/training firm shall deliver training on the prescribed days at provincial /national level; ensure quality of training in all respect in order to achieve the desired training outcomes.
- f) The individual consultant/training firm shall submit **the manuals, trainees' attendance record, photos or any other documents to PIDS** within one week after the completion of training.
- g) The individual consultant/training firm responsible to timely submit all required financial records/receipts/vouchers
- h) Emphasis would be given to practical training or learning by doing and timely achievements of targets laid down under the heading of deliverables.

7. Duration of the assignment

All agreed training activities will be conducted in the month December, 2015. Resource Person /Firm supposed to complete his/her work within agreed time frame, PIDS will monitor the training conduction



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progress very closely if resource person /consultant fails to conduct training as per agreed work plan then PIDS has a right to terminate his/her contract with immediate effect without giving any notice.

8. Payment Condition:

Payment shall be made in Pak Rupees not later than 30 days following submission of invoices in original to the PIDS against awarded task order. The payment will be released by the PIDS as per the below mentioned table:

- 40 % shall be paid at the start of the training.
- 30% shall be paid in duration of the training.
- 30% shall be paid after completion and submission of the required documents of whole assignment.
- Payment will be made through cross cheque.
- All government taxes are applicable.

9. Ownership of the material

Any documents/manuals, reports or other material, graphic, videos or otherwise, prepared by the consultant/firm for PIDS other the contract shall belong to and remain the property of the PIDS. The consultant may retain a copy of such documents and software.

10. Assignment

The consultant shall not assign this contract or subcontract any portion of it without the PIDS's prior written consent.

11. Communication

The consultant shall be responsible for preparing and disseminating joint branding material reports and manuals relevant to the project with adequate acknowledgements to the PIDS.

12. Termination

PIDS may terminate this contract with at least fourteen (14) working days prior written notice to the consultant after the occurrence of any of the events specified in paragraphs (a) thought (b) of this clause;

- a) If the consultant does not remedy a failure in the performance of its obligations under the contract within seven (07) working days after being notified, or within any further period as the PIDS may have subsequently approved in writing;
- b) If the consultant becomes insolvent or bankrupt;
- c) PIDS in its sole discretion and for any reason whatsoever decides to terminate this contract.

13. Application Requirement

Applications must be in English and entail the following; Following documents are required to submit at this stage.

Qualification of Institution / firm;

- The institute/firm is registered under the law of the country
- The institute/firm has at least 3-5 years experience and has track record of the trainings events conducted
- The institute/firm has proper physical setup and has relevant equipment & tool, workshops, trained and experience staff.
- NTN certified

How to apply?

For Institution / firm:

Institutions / firms are to apply for it by submitting;



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- Covering letter referencing the source of advertisement;
- Technical Proposal/Concept Note
- Financial proposal /Budget
- Training budget of each training theme separately
- Profile or training brochure of the institute/firm;
- Registration certificate (2015-2016)
- NTN certificate
- List of relevant trainers (name, designation, org, CNIC No, contact No and details of relevant experience)

Technical Proposal

- Covering Letter/Letter of intent and availability, (Clearly mentioned for which type of training you are applying)
- Training concept note on each training theme (Brief training design and methodology of each training and your org strengths on the delivery of subject themes)
- Detailed CV of Resource Person /Individual consultant.(CV should include all details as required evaluating education, experience, previous assignments completed, relevance, writing skills, effective communication and presentation.)
- Brief Training design, contents and methodology of each training
- Session plans/agenda of each training separately
- Training work plan

Financial Proposal which includes

- Trainer fee
- Refreshment
- Travel cost
- Boarding lodging cost
- Trainee tool kit if any
- Cost of training material (**handouts, stationary, training report, case studies, manuals** etc.)

For Individual:

Individual Resource persons are to apply for it by submitting;

- Covering letter referencing the source of advertisement
- Training concept note on each training theme (Brief training design and methodology of each training)
- Training session plan/agenda
- Training work plan
- Training budget;
- Detailed CV/profile (having minimum 3-5 years experience in conducting the above cited training)

14. Closing Date

Closing date for the submission of EOI Dec 08, 2015, till 05:00 pm

NOTE: Sealed EOI/Proposal should be submitted in the hard copy on the following address. You may also submit the required documents and proposal to the below mentioned email address. Incomplete or late proposal/EOI will not be entertained.

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