



# PARTICIPATORY INTEGRATED DEVELOPMENT SOCIETY (PIDS)

## **TERMS OF REFERENCE** **For a consultancy Firm/Institution**

### **(Vocational Trainings in District Dera Bughti)**

#### **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, Kila Abdullah, Dera Bughti 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 at the grass root level. Thematic areas of PIDS include Institutional Development, Livelihood, Community Physical Infrastructure (CPI), Health, Education and Emergency Relief.

#### **1. Background and Rationale:**

After learning and reflecting from its previous experience in LEP project at grass root level, PIDS has now focused the Livelihood component on purely market based, demand driven trainings to ensure sustainable employment and/or self-employment, enlisting a wide range of community driven trainings to capacitate CRPs, VOs and LSO members to further train the community members at household or CO level on sustainable basis.

In this regard, PIDS aims to implement a comprehensive vocational training programme for deserving men and women of district Dera Bughti under its LEP project to reduce the poverty and enhance the technical capacity of community members to increase their household income. The project will be implemented in the target UCs namely Kulchas and Phelawagh with the financial support of Pakistan Poverty Alleviation Funds (PPAF). PIDS has already formed COs, VOs and LSO through its social mobilization process. In order to strengthen these community institutions, various trainings as appended below are being offered. The training includes; Embroidery, Installation of Solar System and its operations and maintenance, wood work and Mat weaving/making.

#### **2. Objective of the consultancy**

- i. To provide technical trainings to COs and VOs members for creating a cadre of efficient and trained human resource so that they could enhance their entrepreneurial skills and increase their livelihood income.

#### **3. Scope of the consultancy**

The scope of the consultancy would include as appended below,

- I. Short listing of the training beneficiaries identified by VOs' members through their meetings and resolution process.



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- II. Conduct technical trainings as per the appended below table in district Dera Bughti to tentatively train 52 community members through quality training institutes/firms and ensuring adequate level of residence (if required) and other logistics arrangements for trainers and beneficiaries at cluster level.

Vocational (Trainings)	No of Trainings	No of Pax per Training	Duration in Days	UC
Embroidery	1	13	30	Kulchas/Pelawagh
Installation of solar system and its operations and maintenance	1	13	07	Kulchas/Pelawagh
Wood Work	1	13	30	Kulchas/Pelawagh
Mat weaving/making	1	13	15	Kulchas/Pelawagh
<b>Total</b>	<b>4</b>	<b>52</b>		

#### 4. Methodology:

PIDs would expect the selected training firm/institute:

- I. To closely coordinate with PIDS organizations and its management through relevant community members/beneficiaries (VOs and LSO members) in the said target areas.
- II. Training reports, modules, videos, 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.
- III. To ensure participatory approach or learning by doing during the course of training
- IV. To plan and conduct training session village wise, ensuring adequate arrangements in terms of trainers' residence, transport and other logistics.
- V. To quote the item wise rate on the official letter head duly signed by the competent authority of the vendor and supplier as per the required consumable items with specifications
- VI. To submit the procurement method, timeframe for each stage of procurement process
- VII. Opening of quotations in front of designated committee with their signatures along-with dates on them.
- VIII. To ensure provision of quality training consumable items within the course of 15 days
- IX. Certificates distribution amongst the graduate trainees

#### 5. Deliverables:

1. Organization/vendor profile, quotations, procurement plan, training contents/schedule/strategy, comparative statement are prepared and shared with PIDS furthermore will be shared to PPAF for approval.
2. Provision of training raw material /items with detailed specifications are ensured effectively at the field level or agreed procurement plan is delivered within due timeframe.
3. Visibility action is ensured at the training venue.
4. Conduct/ facilitate the training programme for potential trainees on the basis of provided training modules.
5. Trainees' attendance sheet containing name, village name, CNIC, contact no. etc
6. Training quality pictures
7. Documentary and case studies
8. Soft copies of all training reports/sessions
9. Compile and submit a complete training report at the completion of training highlighting the training objectives, contents, methodology, expected outcome and training methodology, main conclusions and recommendations.



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### 6. PIDS and training firm responsibilities

#### i. PIDS responsibility:

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

#### ii. Responsibility of training firm

- a) Execution of all other activities as per stated under the heading of scope and as per stated methodology would be the responsibility of the hired Training Provider
- b) The firm shall be responsible to share the training plan and will ensure timely delivery of trainings within one month at most.
- c) The Training Firm shall ensure the procurement of all required training raw material and all required logistic arrangements
- d) Emphasis would be given to practical training or learning by doing and timely achievements of targets laid down under the heading of deliverables
- e) The Training firm is responsible to timely submit all required financial records/receipts/vouchers
- f) The firm shall submit all required invoices/bills and verifiable quotations/comparative statements to PIDS Admin/Procurement section duly verified by the Manager Finance/PC
- g) The firm shall procure the training consumable items with detailed specifications and ensure its delivery at the allocated sites within 15 days.
- h) The Training firm shall ensure to submit the followings at the completion of each training theme;
  - i. Quality training reports,
  - ii. Trainees' attendance record,
  - iii. Manuals development
  - iv. Quality pictures
  - v. Case studies/Follow up visit report

### 7. Duration of the assignment

All agreed training activities will be conducted in the month of Dec, 2015. Resource person /Consultant supposed to complete his/her work within agreed time frame, PIDS will monitor the training conduction 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 activity
- 30 % shall be paid in duration of the activity
- 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
- Submission of NTN/GST certificate is mandatory

### 9. Ownership of the material



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Any documents/manuals, reports/case studies or other material, graphic, videos or otherwise, prepared by the training 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 firm shall be responsible for preparing and disseminating joint branding material **reports and manuals** donor PPAF 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 consultancy firm after the occurrence of any of the events specified in paragraphs (a) through (b) of this clause;

- a) If the training firm 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

#### **Qualification of Institution / Supplier;**

- 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 in the relevant field conducted
- NTN Certified
- TTB certified preferably
- The institute/firm has proper physical setup and has relevant equipment & tool, workshops
- Trained and experienced staff

#### **How to apply?**

Training Institutions / firms are to apply for it by submitting;

- Covering letter referencing the source of advertisement;
- Technical/concept note (not more than three pages) & Financial proposal
- Profile of the institute
- A copy of registration certificate
- A copy of NTN certificate
- A copy of government TTB certificate

#### **Technical Proposal**

- Covering Letter/Letter of intent and availability, (Clearly mentioned for which type of training you are applying)
- Detailed CV of Resource Person (CV should include all details as required evaluating education, experience, previous assignments completed, relevance, writing skills, effective communication and presentation.)
- Brief training design and methodology of each training /trade
- Training course of contents
- Details of training raw material with specifications
- Training work plan



## PARTICIPATORY INTEGRATED DEVELOPMENT SOCIETY (PIDS)

### Financial Proposal which includes

1. Training fee
2. Travel cost
3. Boarding lodging cost
4. Case studies/Follow up visits
5. Reports and documentation
6. Cost of Training raw material (Handouts, manual, stationary, training report, schedule etc.)

### 14. Closing Date

Closing date for the submission of the required documents is Nov 17, 2015, till 05:00 pm.

**NOTE:** Sealed Proposal should be submitted in the hard copy on the following postal address. You may also submit the proposals and documents via email at the below mentioned address. Incomplete or late proposal will not be entertained.

### Shafqat Baloch

Training Officer- Dear Bughti Project-PIDS  
H. No 414- D Samungli Housing Scheme, Quetta  
Phone: +92 81-2863587-8  
[shafqat.pids@gmail.com](mailto:shafqat.pids@gmail.com)