



PARTICIPATORY INTEGRATED DEVELOPMENT SOCIETY (PIDS)

TERMS OF REFERENCE For 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 Kila Abdullah, PIDS has now focused the basic educational services component enlisting a wide range of community driven trainings to capacitate PTSMCs, VO members on social enterprise, teacher professional development training. These trained PTSMCs 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 initiatives and provision of required missing facilities in government schools by Sep 2016 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 social enterprise, ICT, right to education and school development plan etc.
- Strengthening community organizations and PTSMCs to establish community schools to increase enrollment, ensure quality education and promote social enterprise

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 PTSMCs, the various trainings (as listed below) are being offered with the purpose to build their capacity. Eventually these trained communities, PTSMCs and teachers could work around their capacity on several themes as proposed. This training programme includes;

- Teachers Professional Development Training program
- School enterprise training- (community school as enterprise)



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2. Objectives of the consultancy:

- i. To build the capacity of primary & middle school teacher, CRPs and VOs members for creating a cadre of efficient and trained teaching/human resource.
- ii. 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
- iii. 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,

- I. Short listing of the training beneficiaries identified by VOs and LSO members through their meetings and resolution process.
- II. 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 and ensuring adequate level of logistics arrangements for trainer and beneficiaries at UC/field level.

S.No	Trainings Description	Venue/level	No. of Trainings	Duration in Days	No. of Trainees	Total Trainees
01	Teachers Professional Development Training programs	Field Level	01	05	15	15
02	School enterprise training- (community school as enterprise)	Field Level	01	04	15	15
Total			02			30

- III. Facilitate trainees' in preparing the training action plan and training strategy to implement at the same training at the grass roots/ CO level.
- IV. Enhance the capacity of the VOs, LSO and Education PTSMCs 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:

- I. To closely coordinate with PIDS organizations through the PIDS-Education staff and relevant VOs and LSO members.
- II. 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.
- 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 (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



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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/handouts.
3. 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.
4. Availability of actions plans with graduate trainees at the end of trainings etc.
5. Soft copies of all training reports/sessions
6. Trainees' attendance sheet (containing name, village name, VO Name, age CNIC, contact no. signature etc.) along with pictures
7. Provision of required tool kit/material – if any

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

- a) Execution of all other activities as per stated under the heading of scope and methodology would be the responsibility of the hired consultant
- b) The individual consultant shall be responsible to share the training plan and will ensure timely delivery of trainings i-e within one month.
- c) The individual consultant shall be responsible to submit quality training reports along with quality pictures of each training theme.
- d) The individual consultant shall deliver training on the prescribed days at district level; ensure quality of training in all respect in order to achieve the desired training outcomes.
- e) The individual consultant shall submit **the training handouts, trainees' attendance record, photos or any other documents to PIDS** within one week after the completion of training.
- f) The individual consultant responsible to timely submit all required financial records/receipts/vouchers
- g) 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 May, June and July, 2016. Resource Person 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:

- 50 % shall be paid at the start of the training.



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- 50% 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/ 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 and PPAF.

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) through (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.

Required Qualification:

- Master Degree in relevant subject from the renowned institute
- Have minimum 8 years' experience in conducting the trainings
- Have minimum 5 years' related experience in conducting in any of the above cited trainings
- Report writing & presentation skills
- Ability to deliver quality work on time
- Good understanding of the human rights laws, policies, legislations, and development issues in Balochistan

How to apply?

Individual Resource persons are to apply for it by submitting;

- Covering letter/letter of intent referencing the source of advertisement.(Clearly mention for which type of training you are applying)
- Concept note not more than 3 pages for each training separately (Concept note should entail training back ground, objective, justification, implementation arrangement/methodology, monitoring & report writing mechanism)
- Training work plan
- Training course contents/session plan/agenda including brief description of field work plan if any
- Budget (per trainee cost per day) for each training separately



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- Detailed CV/profile highlighting the relevant experience in green color ;

14. Closing Date

Closing date for the submission of EOI May 15th, 2016, 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. Equally qualified women are encouraged to apply. Incomplete or late proposal/EOI will not be entertained.

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