



PARTICIPATORY INTEGRATED DEVELOPMENT SOCIETY (PIDS)

TERMS OF REFERENCE

For a consultancy Firm/Individual Consultant

(Livelihood Trainings in UC Zhara Band District Kila Abdullah under PPR 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, 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 training programme for ultra poor under its LEP project in district Kila Abdullah to reduce the poverty and enhance the technical capacity of community members. The project will be implemented in UC Zhara Band (Kila Abdullah) with the financial support of Pakistan Poverty Alleviation Funds (PPAF) under its Italian project. PIDS has already formed COs, VOs and LSO through its social mobilization process. In order to strengthen these community institutions, various trainings (Kila Abdullah) as appended below are being offered.

The training includes

1. Enterprise Development Training (EDT)
2. Establishment of CIGs/production center and its capacity building,
3. Market and value chain for CIGs,
4. Agriculture related Trainings (Dehydration of Fruits and Vegetables, gladiolus-cut flowers, Tunnel farming)
5. Livestock related Trainings (wool shearing, livestock management)
6. Vocational Technical training (electrical, mobile repairing, UPS & submersible)

2. Objectives of the consultancy

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



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- ii. To provide support to ultra poor and vulnerable people to increase their household income through provision of market based quality and standard technical trainings.

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 technical trainings as per the appended below table in district Kila Abdullah UC Zhara Band Kila Abdullah to tentatively train 250 community members through quality Trainers or training institutes and ensuring adequate level of residence (if required) and other logistics arrangements for trainers and beneficiaries at cluster level.

Institutional Capacity Building (Trainings)	No of Trainings	No of Pax per Training	Training Duration in Days	Total Pax
Enterprise Development Training (EDT)	05	20	5	100
Establishment of CIGs/production center and its capacity building	02	10	03	20
Market and value chain for CIGs	02	20	5	40
Agriculture related Trainings (Dehydration of Fruits and Vegetables, Gladiolus-Cut Flowers, Tunnel farming)	03	11	05	33
Livestock related Trainings (wool shearing, livestock management)	2	20	3	40
Vocational and technical training (electrical, mobile repairing, UPS/submersible)	3	04	60	12
Total	17			245

- III. Ensure technical facilitation in installation and establishment of various shops and units

4. Methodology:

PIDs would expect the selected training institute or supplier:

- I. To closely coordinate with PIDS organizations and its management through relevant community members/beneficiaries (VOs and LSO members) in the said target area.
- 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 conducting practical training and 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 submit the procurement method, timeframe for each stage of procurement process/raw material if any
- VI. Visibility plates/plaques should be installed at the sites of training venues
- VII. Certificates distribution amongst the graduate trainees



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5. Deliverables:

1. Organization/vendor profile, training contents/schedule/strategy, comparative statement are prepared and shared for further approval from PIDS.
2. Visibility plates/plaques should be installed at the sites of training units
3. Conduct/ facilitate the training programme for potential trainees on the basis of provided training modules.
4. Trainees' attendance sheet containing name, village name, CNIC, contact no. etc
5. Documentary and case studies
6. Soft copies of all training reports/sessions
7. 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.

6. PIDS and consultant's 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 Individual Consultant/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 consultant shall be responsible to share the training plan and will ensure timely delivery of trainings within one month at most.
- c) The Training consultant 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 provider is responsible to timely submit all required financial records/receipts/vouchers
- f) The Training provider 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. Videos documentary or
 - v. Case studies/Follow up visit report

7. Duration of the assignment

All agreed training activities will be conducted in the months of Dec, 2015 and Jan 2016. Resource person /Training Firm supposed to complete their work within agreed time frame, PIDS will monitor the training conduction progress very closely if resource person /consultant will fail to conduct training as per agreed work plan than 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:



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- 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 certificate is mandatory

9. Ownership of the material

Any documents/manuals, reports/case studies 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** of 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 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.

Qualification of Institution / Supplier;

- The institute/firm is registered under the law of the country (registration certificate 2015-5016)
- The institute/firm has at least 3-5 years experience and has track record in the relevant field conducted (Profile and relevant activities/projects of at least 3 years)
- NTN Certified **-for Supplier**
- TTB certified- **Preferably**
- The institute/firm has proper physical setup and has relevant equipment & tool, workshops
- Trained and experienced staff.

How to apply?

For Institution / firm:

Institutions / firms are to apply for it by submitting;

- Covering letter referencing the source of advertisement;
- Technical & Financial training proposal duly signed by the competent authority;
- Profile of the institute
- Firm Registration certificate
- NTN certificate



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Technical Proposal

- Covering Letter/Letter of intent and availability, (Clearly mentioned for which type of training you are applying)
- 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

Financial Proposal which includes

- Training Fee
- Travel cost
- Boarding Lodging Cost
- Case studies/follow up visits
- Reporting and documentation
- Cost of Training Material (Handouts, manual, stationary, training report, schedule, video etc.)

For Individual:

Individual Resource persons are to apply for it by submitting;

- Covering letter referencing the source of advertisement
- Training course contents and implementation methodology
- A two pager concept note for each training theme
- Budget;
- Detailed CV/profile of trainers
- Have minimum 3-5 years' experience in conducting the above cited training.

14. Closing Date

Closing date for the submission of the required documents is Dec 15, 2015, till 05:00 pm.

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

Mohammad Khalid Kasi

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