



PARTICIPATORY INTEGRATED DEVELOPMENT SOCIETY (PIDS)

TERMS OF REFERENCE

For a consultancy Firm/Individual Consultant

(Institutional Capacity Building Trainings for Project staff under Program for Poverty Reduction Project (PPR) in district Kila Abdullah UC Zara Band)

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, 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 ID project at grass root level, PIDS has now focused the institutional capacity building component enlisting a wide range of community driven trainings to capacitate CRPs, VOs and LSO members to further train the community members at household or village level on sustainable basis.

PIDS has planned to implement a comprehensive training programme under its **Program for Poverty Reduction (PPR)** project being implemented in district Kila Abdullah, UC Zarah Band 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 institutes, the various trainings (as listed below) are being offered with the purpose to build their capacity. Eventually these trained communities could work around their capacity on several themes as proposed. This training programme includes;

1. ToT on Social Mobilization and Implementation Strategy. 2. Peace, Pluralism and Inter Provincial Harmony

2. Objectives of the consultancy

- i. To provide capacity building services to PIDS staff members for creating a cadre of efficient and trained human resource.
- ii. To capacitate and boost organizational human resource that can play vital role in the development of community institutes on sustainable basis
- iii. To provide support and share the training action plan or replication plan with trainees in order to implement the same training sessions at the UC level

3. Scope of the consultancy

The scope of the consultancy would include as appended below,

- I. Short listing of the staff by the management of PIDS



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- II. Conduct trainings on the following themes which can either be organized outside province Balochistan or at Quetta through quality Trainers or training institutes and ensuring adequate level of residence (if required) and other logistics arrangements for trainers and trainees.

| Institutional Capacity Building (Trainings) for PIDS Staff | No. of Trainings | Duration in days | Total Pax |
|---|-------------------------|-------------------------|------------------|
| ToT on Social Mobilization and Implementation Strategy | 1 | 7 | 10 |
| ToT on Peace, Pluralism and Inter Provincial Harmony | 1 | 7 | 10 |

- III. Facilitate trainees' in preparing the training action plan and training strategy to implement at the grass roots/ UC level.
- IV. Enhance the capacity of PPR project staff that how to report the efforts and achievements of the above mentioned related activities on monthly basis.

4. Methodology:

PIDs would expect the selected training institute or individual consultant:

- I. To closely coordinate with PIDS organization through the PIDS- Program Manager or concerned ID staff
- 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 or sites visits during the course of training
- IV. To plan and conduct training session, ensuring adequate arrangements in terms of trainers' residence, transport and other logistics.
- V. To provide training certificates to the graduate trainees
- VI. 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 furthermore will be shared to PPAF for approval.
2. Conduct/ facilitate the training programme for potential CRPs and LSO members on the basis of provided training modules.
3. Trainees' attendance sheet along with pictures
4. Training video with quality pictures
5. Soft copies of all training reports/sessions
6. Compile and submit a complete training report at the completion of training highlighting the training objectives, contents, methodology, expected outcome, participants' satisfaction with the Training Resource Person and training methodology, main conclusions and recommendations.
7. 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 and in arranging trainings in consultation with PIDS PPR Project staff
2. Facilitation in processing disbursements, providing operational support in terms of technical inputs and necessary approval where required



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ii. Responsibility of Training Provider

- 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 consultant/firm
- b) The training provider shall be responsible to share the training plan and will ensure timely delivery of trainings i-e within one month.
- c) The training provider shall ensure the procurement of all required training material and all required logistic arrangements
- d) The training provider shall be responsible to submit quality training reports along with quality pictures and videos of each training theme.
- e) The training provider shall deliver training consisting of 5-7 days at staff level; ensure quality of training in all respect in order to achieve the desired training outcomes.
- f) The training provider shall submit the manuals, trainees' attendance record, photos or any other documents to PIDS within one week after the completion of training.
- g) The Training provider is 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 targets laid down under the heading of deliverables.

7. Duration of the assignment

All agreed training activities will be conducted in the months of September, 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 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:

- 40 % shall be paid at the start of the training
- 35% shall be paid in duration of the training
- 25% 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.



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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 / firm;

- The institute/firm is registered under the law of the country
- The institute/firm has at least 4-6 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.

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;
- Profile of the institute/firm;

Technical Proposal

- Covering Letter/Letter of intent and availability, (Clearly mentioned for which type of training you are applying)
- Brief training objectives, design, implementation methodology of each training
- Training course of contents
- 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.)

Financial Proposal which includes

- Training Fee
- Travel cost
- Boarding Lodging Cost
- Cost of Training Material (Handouts, stationary, training report, Schedule etc.)

For Individual:

Individual Resource persons are to apply for it by submitting;

- Covering letter referencing the source of advertisement



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- Training course contents and implementation methodology
- Training cost per Pax/event or day;
- Detailed CV/profile;
- Have minimum 4-6 years' experience in conducting the above cited training.

14. Closing Date

Closing date for the submission of EOI Sep 11, 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.

Mohammad Khalid Kasi

Program Manager-PIDS (**Focal Person PPR Project**)

H. No 414- D Samungli Housing Scheme, Quetta

Phone: +92 81-2863587-8

khalidkasi@gmail.com