

**Terms of Reference**  
**Hiring of Individual Consultant for**  
**Development of Project Implementation Manual GLLSP-II**  
**NRSP Turbat**

Ref#PP2021-22/Consulting/RQ875/01

Date: 24<sup>th</sup> Sept, 2022

**I. INTRODUCTION**

Established in 1991, NRSP is the largest Rural Support Programme in the country in terms of outreach, staff and development activities. It is a not for profit organization registered under Section 42 of Companies Act 2017 (repealed Companies Ordinance 1984).

NRSP's mandate is to alleviate poverty by harnessing people's potential and undertake development activities in Pakistan. It has a presence in 72 Districts in all the four Provinces including Azad Jammu and Kashmir through Regional Offices and Field Offices. NRSP is currently working with more than 3.74 million poor households organized into a network of 241,072 Community Organizations. With sustained incremental growth, it is emerging as Pakistan's leading engine for poverty reduction and rural development.

The proposed project (GLLSP II) is a second phase of the IFAD Funded Gwadar-Lasbela Livelihood Support Project. The GLLSP II will consolidate the results already achieved and will geographically cover the same two districts i.e. Gwadar & Lasbela. The target districts have high levels of poverty. The area is predominantly rural where households (around 133,000 in total) depend mainly on agriculture, livestock, and fisheries resources exploited in an unsustainable manner. Women are socially and economically disadvantaged and the present status of nutrition and food security is alarming. Investments in the development of youth skills remain low. There is considerable potential for the development of fisheries, livestock, and agriculture as well as youth empowerment with the right combination of infrastructure, human development and value chain investments.

The Project will benefit around 100,000 Households and cover the overall 400 villages of the two districts during a six-year implementation period. The GLLSP II Development Objective is “to sustainably increase the incomes and enhance the livelihoods of the rural poor fisher folk’s and agricultural households in the project area”. It will benefit around 100,000 households and cover the overall 359 villages of the two districts during a five-year implementation period.

## **II. OBJECTIVES OF THE ASSIGNMENT:**

The overall objectives of the assignment is to

- a. Review of the Project Design Report, GLLSP Phase II, Mission Reports, PC-1, Project Proposal to develop the Project Implementation Manual for the activities propose under GLLSP-II
- b. Conduct Meeting with NRSP Regional, Field Teams, Project Implementation Unit (PIU's), Lasbela/Gwadar and Project Management Unit (PMU), Quetta to understand their requirements.
- c. Review of Project Phase One (Design Report, Working Paper, Mission Reports, Mid Term Report and Project Completion Report) to incorporate the suggestion of the missions and consultant in the Project Implementation Manual
- d. Develop Quality Benchmarks (Monitoring Checklist), Eligible Criteria and Process for Implementation for each activity
- e. Develop standard templates for (TOP, Approval, Databases, UCDP, VDP and Reporting of the activities)
- f. Develop Standard tools for planning, approval and reporting of each activity.
- g. Capacity Building of NRSP, PMU and PIU Staff on Project Implementation Manual.

## **III. SPECIFIC OBJECTIVES OF THE ASSIGNMENT:**

- a. Development of comprehensive Project Implementation Manual for GLLSP-II.
- b. Orientation of Staff on Project Implementation Manual under GLLSP-II

## **IV. SCOPE OF WORK**

- a. Review of Project Agreement.
- b. Review of project Work Plan
- c. Review of IFAD Mission Reports of GLLSP-I
- d. Review of Audit Reports of GLLSP-I
- e. Meeting with PMU/PIU
- f. Development of PIM
- g. Staff orientation on PIM

## **V. QUALIFICATIONS AND EXPERIENCE:**

The individual consultant(s) shall have demonstrated capacity and capability to undertake similar assignment. Education, relative experience as developing Project Manuals local knowledge and understanding will form the basis for selection as defined below.

- a. He/she should have significant experience in leading and co-leading similar assignments with valid documentary evidence and should be on **active taxpayers** list of Government of Pakistan.

- b. The consultant should have a **Master degree in relevant discipline or 16 years of education**
- c. Strong track record with at least **5 years of experience** in designing manuals (of national/ provincial scale) with national and/or international agencies including UN agencies, World Bank, ADB, IFAD and others.

#### **VI. SCHEDULE & TIMELINE:**

Total time duration for the consultancy assignment shall be one (01) month. Activity wise timeline of the assignment is given below:

#	Activity	Days	Deadlines
1	Inception Report	1	October 2022
2	Literature Review - Project Agreement, Annexure A, and other material. Review of IFAD Mission Reports of GLLSP-I	5	October 2022
3	Development of PIM Orientation plan, submitted to NRSP for review and approval.	2	October 2022
4	Finalization of Project Implementation manual	20	October 2022
5	Orientation of Staff on PIM	1	November 2022
	<b>Total</b>	<b>29</b>	

#### **VII. SUPERVISION & REPORTING:**

The final shortlisted individual consultant will work under the overall guidance of NRSP's Programme Manager GLLSP-II NRSP Turbat.

#### **VIII. ETHICAL CONSIDERATIONS:**

The individual consultant will ensure use of **local/provincial languages** in conducting Orientation Session in their respective provinces/regions.

The individual consultant will have to seek prior permission for taking and use of visual still/moving images for specific purposes i.e. for report and presentations. The individual consultant will assure the participants' anonymity and confidentiality and will ensure the visual data is protected and used for agreed purpose only.

All material developed under this project will be the property of GLLSP-II PMU and NRSP. The individual consultant or any of its representative will not use part or whole of the training material for any other assignment either by NRSP or any other client without written prior permission from NRSP's authorized unit.

#### **IX. DELIVERABLES**

- a. Inception Report
- b. Project Implementation Manual for GLLSP-II in hard and soft copy (printable version) on USB.
- c. Staff Orientation on Project Implementation Manual of GLLSP-II

## **X. TECHNICAL & FINANCIAL PROPOSAL REQUIREMENTS**

Technical and financial proposals would be required from the shortlisted consultants at later stage. The requirement of the technical and financial proposal are given as under.

- a. Covering letter/letter of intent with contact details and availability with name of the assignment.
- b. Submission of detailed CV with relevant documents as mentioned in these TORs including a copy of CNIC. Provide supporting documents of the claimed qualification and experience.
- c. Cost associated with the developing the Project Implementation Manual, Orientation of staff on project implementation Manual, the financial proposal should be inclusive of developing project implementation Fees, Resource Person boarding lodging, and travel with all the taxes. NRSP will deduct taxes as per the law of land from each payment.

## **XI. DEADLINE FOR SUBMISSION OF PROPOSALS**

At first stage only detailed CVs are required and to be submitted latest by **29<sup>th</sup> September, 2022** to [procurement@nrsp.org.pk](mailto:procurement@nrsp.org.pk). The subject of the email should be: (CV for hiring of Individual Consultant for Development of Project Implementation Manual under GLLSP-II, NRSP Turbat Balochistan Ref# PP2021-22/Consulting/RQ875/01)

Note: For any queries send email to [procurement@nrsp.org.pk](mailto:procurement@nrsp.org.pk)  
Consultants can send their complaints or grievance in connection to these TORs and its shortlisting/award to [complaints@nrsp.org.pk](mailto:complaints@nrsp.org.pk)