

**Ref: RQ-865**

**Date: 19<sup>th</sup> Sept, 2022.**

## **Terms of Reference**

### **Hiring of Individual Consultant for Training of Trainers of Economic Sector CRPs - Enterprise Development, Asset/Basic Business Management, Functional and Financial Literacy under NPGP-Punjab**

#### **INTRODUCTION**

The Islamic Republic of Pakistan has received a loan from the International Fund for Agricultural Development (IFAD) for National Poverty Graduation Programme (NPGP). Total cost of the programme is USD 150 million in which USD 50 million is contribution from the Government of Pakistan for Interest Free Loan (IFL) component. The Programme has two major components; 1) Poverty Graduation (USD 130.8 million); and 2) Social Mobilization and Programme Management (USD 19 million). The first component mainly focuses on assets creation, interest-free loan and, training of assets and IFL beneficiaries. The second component entails social mobilization, formation, and training of Community Resource Persons (CRPs), capacity building of Community Institutions (CIs), research studies, conferences, policy briefs and operating cost of both PMU-NPGP and its Partner Organizations (POs). NPGP is designed to catalyze change at the grassroots to pull people out of poverty, building largely (but not exclusively) upon BISP beneficiaries and leveraging PMIFL to build a smooth ‘seamless service’ where the poorest can move from consumption support to asset transfers to interest free loans to microcredit. NRSP works on multi-dimensional aspects of poverty, addressing economic, social, and institutional aspects which are reflected in the NPGP design and in the composition of the Poverty Score Card.

#### **I. OVERALL OBJECTIVES OF THE ASSIGNMENT:**

The overall objective of this assignment is to develop a cadre of economic sector specialists at village and union council (UC) levels to continue facilitation of target households for economic development.

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

- a. To design and conduct Training of Trainers (ToT) for Economic <sup>1</sup>Sector CRPs with the consultation of NRSP and NPGP PMU by using the training material already developed and approved by NPGP.
- b. To plan and conduct 7-days long ToTs for Economic Sector CRPs. **(on already developed training material i.e. Training manual, Handbook and IEC material)**
- c. To undertake refresher sessions (1 day) after 3 months
- d. To enable CRPs with knowledge and skills to facilitate target households in developing their learning and best practices on Enterprise Development, Asset/Basic Business Management, Functional and Financial Literacy.
- e. To equip CRPs with the required tools and techniques to cascade capacity building sessions with the target households on key economic sector topics.

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<sup>1</sup>Enterprise Development, Asset/Basic Business Management, Functional and Financial Literacy

- f. To help CRP in preparing their cascade community training roll out plans.

### III. SCOPE OF WORK:

- a. Review of Project Implementation Manual (PIM) and EDT CRP's TOT training material.
- b. Travel to field and conduct of field-based ToTs at target training locations in NPGP districts of Punjab.

	<b>NPGP Programme Area</b>	<b>UCs</b>	<b>Districts</b>	<b>District's Name</b>
1	Punjab	73	3	D.G Khan, Jhang, and Layyah

- i) **ToT Delivery:** The selected individual will deliver the ToTs according to Trainer's Manual and session plans approved by PMU-NPGP/NRSP for Economic Sector CRPs. Trainer's Manual have visual illustrations, background material, and guidance notes on session plans for the CRPs. The key topics, for the training course for CRPs, which are to be further cascaded down to target households are listed below. All material has been developed in context of economic activities associated with NPGP. The training participants (CRPs) would be identified by NRSP.

#### **Enterprise Development Training (EDT)**

- Basic concepts of business and business cycle
- Identification and selection of business
- 6 principles (6 Ps) of marketing
- Essential entrepreneurial competencies
- Market Assessment (link with 6 Ps)
- Supply and value chains (demand and supply)
- Budgeting, costing and business feasibility development
- Book-keeping/record-keeping
- Business Plans (preparation and checking)
- EDT Functional Literacy

#### **Business Management (BM)**

- Basic concepts of business and business cycle management
- Selection of business and its management
- Essential entrepreneurial competencies
- Types of business
- How to establish business with assets
- Livestock (production of dairy products)
- General stores
- Garments (tailoring machine)
- Transport (donkey cart, chingchi rikshaw)
- Others (cloth business, tyre puncture/mechanic shop, tea stall etc.)

#### **Assets Management**

- What are assets and what is their management?
- Effective management and operation of given assets
- Effective management of livestock and other livestock-related assets
- Operation and maintenance of agriculture and horticulture tools
- Operation and maintenance including resilience-building against climatic shocks, of other assets, like rickshaw, machines etc.

### **Functional Literacy**

- Basic arithmetic with application in everyday market/business interactions
- Signature
- Calendar, Product Expiry Date, Time
- Signs, Signals, Map

### **Financial Literacy**

- Budgeting and costing (Importance of a budget, how to make a simple budget, staying within your budget, and record-keeping)
- Savings (Concept and importance of saving, saving types and their benefits, record-keeping)
- Investment
- Debt/loan management
- Accessing financial products and services
- Consumer rights and responsibilities

- ii) **Evaluation and Grading of Trainees:** Evaluation and grading of trainees will be conducted on the final day of training as per evaluation criteria and ranking of CRPs as A, B, and C (descending order of performance, respectively). Handholding of CRPs after the ToT and random spot-checking of the training sessions will be conducted to identify gaps and provide timely feedback.
- iii) **One day refresher** of all the trained CRPs after 3 months of initial TOT to be conducted via zoom or any other similar arrangements.
- iv) **Reporting:** The consultant must submit detailed report of each ToT for CRPs as per following format.
  - a. Title page
  - b. Table of contents
  - c. Training schedule (with date, location, session, and name(s) of CRPs)
  - d. List of participants
  - e. Attendance sheets and registration form
  - f. Results of pre- and post-test with analysis (**pre & post tests are incorporated in training manual along with answers**)
  - g. A group photo and a few more photos of training activity
  - h. Participants' feedback about training and trainer (**feedback forms are also part of training manual**)
  - i. Training proceedings (brief) **session wise**

- v) **Development of training plan district wise** training plan is submitted to NRSP and NPGP-PMU for review and approval.
- vi) **Field visit to conduct Training of trainers** at targeted locations in DG Khan, Layyah and Jhang districts in Punjab Province

#### **Training Duration and Participants**

The duration of CRPs ToT will be 7 days for each group. Number of participants will vary between 21-25 CRPs per event. Daily training time will be at least 8 hours (0900 - 1700 Hours). The basic detail is listed below.

<b>Training Category and Mode</b>	<b>Training Themes/Sectors</b>	<b># CRPs/Pax per UC</b>	<b>Total CRPs/Pax</b>	<b>Events</b>
ToT for Economic Sector CRPs	Enterprise Development, Asset/Basic Business Management, Functional and Financial Literacy	2	146	6

The district-wise indicative numbers of participants and training events are listed below.

<b>Districts</b>	<b>DG KHAN</b>	<b>LAYYAH</b>	<b>JHANG</b>	<b>Total</b>
UCs	38	20	15	73
# of Economic Sector CRPs to be Trained	76	40	30	146
<b>ToT Events</b>	3	2	1	6

As a significant number of women CRPs will participate in ToTs, pre-training and associated arrangements will be ensured accordingly.

#### **IV. QUALIFICATION AND EXPERIENCE:**

The consultant shall have demonstrated capacity and capability to undertake similar assignment. The individual consultant(s) shall have demonstrated capacity and capability to undertake similar assignment. Education, relative experience as trainer, experience in rolling out training programmes, local knowledge and understanding will form the basis for selection as defined below.

##### **❖ INDIVIDUAL CONSULTANT**

- 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. Strong track record with at least **5 years of experience** in developing training modules, and in designing and rolling out training programmes (of national/provincial scale) with national and/or international agencies including UN agencies, World Bank, ADB, IFAD and others.

- c. Demonstrated experience of successfully designing and conducting trainings specifically on themes of Enterprise Development, Asset/Basic Business Management, Functional and Financial Literacy, and having successfully completed **5 ToTs on same/similar thematic areas.**
- d. The consultant should have a **Master degree in relevant discipline or 16 years of education**
- e. Have adequate knowledge and understanding about **local and regional gender dynamics as well as understanding of context related to culture, security, rural life, and training of women and diverse participants.**

## V. SCHEDULE & TIMELINE:

Total duration of the assignment is stretched over 3-6 months and the consultant will conduct batch-wise ToT of CRPs. The consultant is required to develop a detailed work plan and submit along with proposal. The consultant will be required to develop inception report and Quarterly training plan. Tentative activity-wise timeline of the assignment is given below.

#	Activity	Days	Deadlines
1	Finalization of Training Plan	1	October 2022
2	Preparation of ToT, Pre-training arrangements	2	November 2022
3	Conducting ToTs for CRPs (6 ToTs, 7 days each)	42	November 2022-March 2023

The tentative training plan is listed below.

#	Training	Location	Duration (days)	Pax	Month	Year
1	ToT of CRPs on Economic Sector (Enterprise Development Training - EDT, Basic Business, Asset Management, Financial and Functional Literacy)	Punjab	7	25	November	2022-23
2	ToT of CRPs on Economic Sector (Enterprise Development Training - EDT, Basic Business, Asset Management, Financial and Functional Literacy)	Punjab	7	25	December	2022-23
3	ToT of CRPs on Economic Sector (EDT, Basic Business, Asset Management, Financial and Functional Literacy)	Punjab	7	25	December	2022-23
4	ToT of CRPs on Economic Sector (EDT, Basic Business, Asset Management, Financial and Functional Literacy)	Punjab	7	25	January	2022-23
5	ToT of CRPs on Economic Sector (EDT, Basic Business, Asset Management, Financial and Functional Literacy)	Punjab	7	25	January	2022-23

#	Training	Location	Duration (days)	Pax	Month	Year
6	ToT of CRPs on Economic Sector (EDT, Basic Business, Asset Management, Financial and Functional Literacy)	Punjab	7	21	February	2022-23
	Sub Total			146		

## VI. SUPERVISION & REPORTING:

The shortlisted consultant will report to Mr. Amjad Buzdar (Regional Coordinator) for Punjab districts.

## VII. SELECTION METHOD:

Hiring of consultant will be done in accordance with the procurement procedures method as outlined in IFAD procurement handbook. Consultant would be selected for conduction for trainings (TOTs).

## VIII. ETHICAL CONSIDERATIONS:

The Consultant will sensitize and capacitate the CRPs that they would make clear to all participating households/community members that they are under no obligation to participate in the training. All participants will be assured by the CRPs that there will be no negative consequences if they choose not to participate. CRPs and NRSP staff will obtain informed consent from the participants.

The consultant will ensure use of **local/provincial languages** in conducting all the training sessions with the CRPs in their respective provinces.

The consultant will have to seek prior permission for documenting and using visual still/moving images for specific purposes i.e. for report and presentations for this assignment. The consultant will ensure the participants' anonymity and confidentiality and will ensure the visual data is protected and used for agreed purposes only.

**All training material developed under this project will be the property of NPGP/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:

- Conducting of 6 ToTs to train 146 Economic Sector CRPs as per above listed plan.
- Conduction of 6 refresher session via zoom link or any other similar arrangement for already trained CRPs.
- Detailed Report of each ToT and project completion (in both hard and soft copies).

## X. TECHNICAL & FINANCAL PROPOSAL REQUIREMENTS

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

- a. Covering letter/letter of intent with contact details and availability with name of assignment.
- b. Submission of detailed CV with relevant documents as mentioned in these TORs including copy of CNIC. Provide supporting document of the claimed qualification and experience.
- c. Cost associated with conduction of training of trainers (ToTs).

Financial proposal should be inclusive Training Fee, Trainers boarding lodging, travel with all the taxes. NRSP will deduct taxes as per law of land from each payment.

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

At first stage only detailed CVs are required and to be submitted latest by **29<sup>th</sup> Sept, 2022** to [procurement@nrsp.org.pk](mailto:procurement@nrsp.org.pk). Subject of email should be:

(CV for Hiring of Individual Consultant for Training of Trainers – Economic Sector CRPs – EDT BM Financial and Functional Literacy under NPGP Punjab Ref#RQ865)

Note: For any queries send email to [procurement@nrsp.org.pk](mailto:procurement@nrsp.org.pk)