

Ref#RQ-864

Date: 19th Sept, 2022

Terms of Reference
Hiring of Individual Consultant for
Training of Trainers on Gender/Institutional Development in NRSP 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 NPGP-PMU 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. OBJECTIVES OF THE ASSIGNMENT:

The overall objectives of the assignment are to develop the capacity of Community Resource Persons (CRPs) to,

- a. Address social and economic concerns on gender household dynamics including sensitization and transformation; and,
- b. Carry out social mobilization activities, as identified therein, to facilitate the implementation of the project activities through active involvement of community institutions.

II. SPECIFIC OBJECTIVES OF THE ASSIGNMENT:

- a. To plan and conduct Training of Trainers (ToT) for CRPs with the consultation of NRSP and NPGP PMU- on
 - ❖ Gender sensitization, awareness and transformation from the Gender Action Learning system.
 - ❖ Social mobilization/ transformation, community development, and strengthening of community institutions.
- b. To plan and conduct 7-10 days long ToTs for CRPs on Gender and Institutional Development (**on already developed training material i.e. Training manual,**

Handbook and IEC material)

- c. To undertake refresher sessions (1 day) after 3 months
- d. Enabling CRPs with the knowledge and skills to,
- e. Enhance gender inclusive and equitable community participation in community Institutions for collective decision making/individual empowerment, and work to mitigate power dynamics of gender and social inequity.
- f. Ensure gender equitable representation in procurement committees and within top leadership in the institutions with the use of democratic processes
- g. Devising complaint redressal mechanism at CIs level.
- h. Facilitate target communities and households to develop gender action learning plans and build awareness / inculcate actions at household and community level that support social transformation/SDGs.
- i. Support community institutions (VOs) in strengthening fundamentals of good governance / democratic decision-making and financial management through a set of repeated actions that become a regular part of their institutional processes.

III. SCOPE OF WORK

- a. Review the Gender Strategy, Social Mobilization Strategy and Project Implementation Manual of NPGP to understand the context and baseline.**

- b. Review the Gender Action Learning System**

In order to achieve the effective participation and socio-economic empowerment of women within NPGP, components from the methodology of the Gender Action Learning System (GALS) are adopted. The methodology focuses on promoting constructive communication between women and men, with an ultimate aim of removing all forms of gender discrimination to allow the household to recognize their development potential collectively. It engages the entire household in a participatory review of their household needs through various tools such as the vision road journey, diamond dreams tool, gender balance tree, multilane highway etcetera.

- c. TOT Delivery**

The selected individual will deliver the ToTs according to Trainer's Manual and session plans approved by PMU-NPGP/NRSP for Gender and Institutional Development 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. The key topics for the training course for CRPs that are to be further cascaded down to the communities and target household level are as follows:

- i. Defining Gender dynamics- in the context of Pakistan and localized to district/UC.
- ii. The advantages and the disadvantages of the current gender dynamics (economic disadvantages).

- iii. Social mobilization- concept, steps, stakeholders, and community development
- iv. Role, Importance, Formation of gender inclusive community institutions- role in poverty graduation, holistic community development, processes and techniques for formation and revitalization of CIs.
- v. Circle of Influence and Circle of Concern tool to be used for community development and inclusion
- vi. Gender Sensitization and Transformation tools and techniques.
- vii. Imparting skills on Financial Management, and Networking Skills.
- viii. What makes ‘strong’ institutions – the basic tools of good governance
- ix. The role and importance of community procurement committees, women’s participation, and requirements of the procurement processes
- x. Gender Action Learning System (GALS)- background, context. Why is this important?
- xi. Tools from GALS- vision road journey, gender balance tree, social empowerment map, and multilane highway. (Contextualized to the locality).
- xii. Skills for preparation of an action plan to address challenges identified through the tools above. As a participatory exercise the CRPs are asked to develop an individual action plan for themselves. Development of a self-accountability mechanism/ process- Imparting skills that inculcate self-accountability and enabling the CRPs to pass the same to the community.

d. Evaluation and Grading of Trainees

Evaluation of the trainees on the final day of the training as per evaluation criteria and ranking of the CRPs as A, B, and C.

- e. **One day refresher** of all the trained CRPs after 3 months of initial TOT to be conducted via zoom or any other similar arrangements.

f. Reporting

The individual consultant has to submit detailed report of the ToT (on the given format) to NRSP. The individual consultant must submit detailed report of each ToT for CRPs as per following format

- Title page
- Table of contents
- Training schedule (with date, location, session, and name(s) of CRPs)
- List of participants
- Attendance sheets and registration form
- Results of pre- and post-test with analysis (**pre & post tests are incorporated in training manual along with answers**)
- A group photo and a few more photos of training activity
- Participants’ feedback about training and trainer (**feedback forms are also part of training manual**)

- Training proceedings (brief) **session wise**

g. Development of training plan district wise training plan is submitted to NRSP and NPGP-PMU for review and approval.

h. Field visit to conduct Training of trainers at targeted locations in DG Khan, Layyah and Jhang districts in Punjab Province

Training Categories	Training Themes/Sectors	# CRPs/pax per UC	Total CRPs /Pax	Training Mode
CRPs	Gender/Institutional Development	3	219	Training of Trainers (ToT)

i. Training Duration and Participants

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

Training Category and Mode	Training Themes/Sectors	# CRPs/Pax per UC	Total CRPs/Pax	Events
ToT for CRPs	Gender/Institutional Development	3	219	10

*Total number of CRPs/approximate attendance of CRPs per session

SR #	Province	Districts/Agency	Number of Proposed UC for NPGP Per District	District wise # of CRP to be trained (Gender/Institutional Development) Three CRPs per UC	Tentative # of TOTs session
1	Punjab	D.G Khan	38	114	5
		Layyah	20	60	3
		Jhang	15	45	2
		Total	73	219	10

IV. QUALIFICATIONS AND EXPERIENCE:

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 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 conducting trainings specifically on themes of social mobilization, good governance, gender and having successfully completed at least **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 4-6 months where batch wise training of CRPs is conducted. Activity wise tentative timeline of the assignment is given below:

#	Activity	Days	Deadlines
1	Inception Report	1	October 2022
2	Literature Review - Project Implementation Manual, Annexure A, and other material	3	October 2022
3	Development of training plan district wise, submitted to NRSP for review and approval.	1	November 2022
4	Finalization of Training Plan	1	November 2022
5	Preparation of ToT, Pre-training arrangements	2	November 2022
6	Conducting ToTs sessions for CRPs 10 TOTs* 7 Days each	90	December 2022- February 2023
	Total	98	

VI. SUPERVISION & REPORTING:

The final shortlisted individual consultant(s) will work under the overall guidance of NRSP's Program Manager Gender & Development, Islamabad. For routine operational matters, he/she will report to Mr. Amjad Hussain Buzdar, Project Manager, NPGP, NRSP-Punjab.

VII. SELECTION METHOD:

Hiring of individual consultant will be done in accordance with the procurement procedures as outlined in IFAD procurement handbook.

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 individual consultant will ensure use of **local/provincial languages** in conducting all the training sessions with the CRPs 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 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

- a. Conducting of **10 ToT events** to train **219** Gender/Institutional CRPs as per above listed plan.
- b. Refresher sessions (end of month 3 for each batch of CRPs trained)
- c. Detailed Report of each ToT (in both hard and soft copies).

X. TECHNICAL & FINANCIAL 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 PROPOSALS

At first stage only detailed CVs are required and to be submitted latest by **29th September, 2022** to procurement@nrsp.org.pk. Subject of email should be:
(CV for Hiring of Individual Consultant for Training of Trainers on Gender/Institutional Development under NPGP Sindh Ref#RQ-864)

Note: For any queries send email to procurement@nrsp.org.pk