



Terms of Reference

Consultancy for Training Modules Development and Delivery of TOTs Effective Citizenship and Responsive Governance

A. Background:

Aurat Publication and Information Service Foundation (AF), established in 1986 under the Societies Registration Act, 1860, is a national, non-profit, non-governmental, information and knowledge delivery service organization committed to working for women's empowerment and democratic governance in Pakistan. Aurat Foundation acts as a catalyst to enable critical groups to influence policy, legislation and programs for greater economic and political power for women in society. In advocacy on women's rights issues, Aurat Foundation has strategized to develop linkages with grassroots organizations and macro-level decision-makers.

B. Rationale:

Pakistan's constitutional reforms of 2010 significantly enhanced provincial autonomy. However, it was accompanied by governance issues particularly concerning the effectiveness of locally elected representatives as stipulated by Article 140 – A on "Local Government" in the Constitution of Pakistan. These institutional shortcomings call for increased citizen – state engagement and civil society involvement in local governance by capitalizing on opportunities created by the devolution. Such improvements will contribute in making up of a stronger democratic Pakistan.

It is with this purpose that a project titled "Effective Citizenship & Responsive Governance" funded by EU and Oxfam GB will focus on strengthening relationship among local authorities and civil society for improved governance, accountability and participatory development at district and provincial levels. The project will be implemented by Aurat Publication and Information Service Foundation and Strengthening Participatory Organization (SPO) in **6 districts** across the provinces of Sindh and Balochistan. The target beneficiaries of the project would be the local government representatives (officials, nazims, councilors etc), local government academies and the representatives from civil society organizations. The aim of the project is to strengthen the capacities of its target beneficiaries so as to make them instrumental in achieving the overall impact of improved governance, accountability and participatory development in their domain of practice. The target beneficiaries would necessarily include disadvantaged groups of women, youth, minorities and PWDs into the project interventions to ensure inclusive governance.

C. Purpose of Assignment:

Considering the capacity building of the project beneficiaries, the purpose of this assignment is to develop a training manual as described in the project outputs and deliver a Training of Trainers (ToT) for the pool of trainers of both the implementing organizations.

D. Scope of Work:

Aurat Foundation seeks the services of a consultant or firm to develop a training manual and deliver a TOT on the developed manual under the mentioned project of "Effective Citizenship and Responsive Governance" for the pool of trainers of the implementing organizations. The manual must be in the form of a comprehensive document with trainers' notes, produced in close collaboration with the project team at AF and will be subject to approval by the Oxfam.

E. Details of Deliverables:

The consultant or a firm is required to submit the following deliverables to fulfil the requirements and scope of the assignment.

1. A comprehensive training manual comprising of six different modules/ topics on Inclusive governance, Rights based approach to planning, Budget tracking, Right to Information, Localization of SDGs and Advocacy and Lobbying Skills. The expected outcomes of the modules will only be shared with the shortlisted consultants or firms.
2. The manual is required to be developed in English and then translated into Urdu language for maximum outreach and understanding of the target audience;
3. The manual should be comprehensive with trainer's notes, guidelines and handouts for delivering trainings on the same modules in field.

4. Conduct training of trainers (ToT) on the developed manual for the pool of trainers of the implementing organizations AF and SPO. The duration of TOT will be 6 to 7 days.
5. Development of Pre and Post training assessment forms for the participants
6. Develop ToT report having analysis of Pre and Post training assessment forms
7. During ToT develop a comprehensive capacity building plan in consultation with the participants for cascading trainings on the same modules in the field at district and UC levels.
8. Finalize the capacity building plan with both the implementing organizations.
9. All the deliverables mentioned above will be submitted in both soft and hard copies to AF.
10. Selected consultant/ firm will tailor proposed amendments in manual and design of TOT from both the implanting partners and Oxfam as needed.

The consultants or firms must also ensure that they study the project documents in detail and have a thorough understanding of the project aims and outputs.

F. Timelines

The engagement is expected to commence as soon as a contract has been signed between the Consultant/ Firm and AF but must not take more time in addition to the stipulated time mentioned below:

- The manual development would be done in 30 days
- The delivery and report writing and its finalization will be done in 20 days in addition to the 30 days of manual development
- The detail submission plan for deliverables will be made by AF in consultation with the selected consultant/ firm

G. Proposed Timeline:

- 1st draft of manual 21 Jan, 2019
- Final Draft of Manual 28 Jan, 2019
- Replication of module and 5 days TOT by mid Feb, 2019

Payment schedule:

- First instalment 20% advance will be made to the consultant/firm upon signing of contract and pre assessment,
- Second instalment 40% will be based on submission of 1st draft of module
- Last instalment and remaining 40% will be made on the submission of final edited manual.

H. Procedure for Submission of concept note and Deadline:

Interested and eligible applicants can send copies of their CVs, testimonials, Technical proposal and financial proposal and copies of two recent and relevant evaluations work carried out by the applicant(s) to: jobs@af.org.pk by 15 Dec, 2018.

I. Selection Process and Criteria

Candidates/ Firms must possess 6 to 7 years of experience in the thematic areas of modules, development of training modules and delivery of trainings. They must list names of the organisation for which training modules and trainings have been delivered. Experience working with international/ national organisations, particularly in the field of governance will be preferred.

The proposals will be evaluated through a competitive selection process and scored according to the following criteria:

1) Profile of the Consultant (relevant, proven experience)	50 points
2) Proposed methodology, plan & approach	25 points
3) Proposed budget	25 points